422

Mail Processing Operating Plan for BMCs and ASFs

Handbook PO-422
July 1989

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P1.31/13:

United States Postal Service
Washington DC 20260-7100

A. Explanation

Handbook PO-422, *Mail Processing Operating Plan Guidelines for BMC's and ASF's,* is a new handbook which establishes procedures and guidelines for documenting and maintaining mail processing operations targets for bulk mail centers and auxiliary service facilities using the computerized mail processing operating plan (CoMPOP). This handbook applies to all facilities operating under the national bulk mail system, including *auxiliary service facilities.*

B. Distribution

1. Initial.

This handbook is being distributed to all regional operations support offices, divisions, management sectional centers, bulk mail centers and transportation management service centers that are within the national bulk mail system.

2. Additional Copies.

Order additional copies by sending a completed Form 7380, *MDC Supply Requisition,* to your area materiel distribution center.

C. Comments

1. Content.

Address any questions or comments regarding the content of this handbook to:

DISTRIBUTION NETWORKS DIVISION
OFFICE OF DISTRIBUTION OPERATIONS AND NETWORKS
DELIVERY DISTRIBUTION AND TRANSPORTATION DEPARTMENT
US POSTAL SERVICE HEADQUARTERS
WASHINGTON DC 20260-7117

2. Clarity.

Send any suggestion regarding this directive's organization or language to:

DOCUMENT CONTROL DIVISION
US POSTAL SERVICE HEADQUARTERS
WASHINGTON DC 20260-1571

D. Issuances Rescinded

This handbook supersedes Management Instruction PO-410-84-3, *BMC Operating Plan,* dated April 26, 1984.

E. Effective Date

These instructions are effective upon receipt.

Allen R. Kane
Assistant Postmaster General
Delivery, Distribution and Transportation Department

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Northeast Region:
Stan Kuklasinski, Acting Quality Control Officer, NJI & BMC
Bennie Robinson, Operations Program Analyst, NER

Eastern Region:
Jerry Capie, Supervisor, Production Planning, PHL BMC
Bill Colozzi, Director, Control & Logistics, GSO BMC
Tony Kempski, Operations Program Analyst, EAR

Southern Region:
Dave Oliver, Supervisor, Production Planning, JAX BMC
Jon Van Dyke, Field Industrial Engineer, MEM BMC

Central Region:
Greg Drazkowski, Quality Control Officer, MSP BMC
Jasper Grimaudo, Acting Director, Mail Processing, CHI BMC
Chuck Lemons, Operations Program Analyst, CER
Ken Wankowski, Operations Program Analyst, CER

Western Region:
Virgil Murray, Director, Control & Logistics, SEA BMC
Ernie Davis, Operations Program Analyst, WER

Headquarters Staff:
Felix Isaacs, Denver, Transportation Management Service Center
Jerry Woodruff, Surface Contracts Management Division
Danny McAuliffe, Network Analysis & Requirements Division
Bill Eschmann, Building Systems Division
Ray Wooters, Distribution Networks Division
Bernie Opitz, Jr., Customer Requirements Specialist, SPFLD GMF/BMC

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Chapter 1
General Information

110 Definition

A mail processing operating plan is a structured documentation of the processes to be performed and target times to be met, to enable an office to achieve its committed service standards. The standard formats for the operating plan exhibits are shown in Appendix F.

120 Purpose

The bulk mail system mail processing operating plan is designed to provide management with a uniform method of documenting these processes and target times. The primary function of the operating plan is to provide local management with an approach to planning the mail processing operations of a facility and a method of examining the interrelationships of those operations. The operating plan also provides a method for determining the effectiveness of a facility in processing its mail and a structured approach for performing facility audits. The operating plan is the source document used by transportation management service centers (TMSCs) to establish or change national air and surface system (NASS) routings and records, such as "critical entry time," "clearance time," and "facility address."

130 Background

Current policy requires that each bulk mail center (BMC) develop an operating plan that summarizes mail processing and transportation schedule timeframes at each facility to ensure that officially approved service standards can be achieved for all delivery units. Starting with FY 90 each auxiliary service facility (ASF) is also required to prepare this operating plan in addition to the mail processing operating plan covered by existing regulations. The plan is intended as the base document against which actual performance can be compared and is an ongoing approved document that can be changed or amended as conditions warrant so that it is current at all times.

140 Basic Requirements of the Mail Processing Operating Plan

The BMC/ASF operating plan provides information and data necessary for the processing of various classes of mail in the time span between receipt and dispatch, to achieve its committed service standard. The operating plan describes and consists of the following requirements:

a. A general information section;

b. A section consisting of the names of responsible individuals;

c. A review and approval section;

d. A service area description;

e. Intra/Inter BMC/ASF service standards;

f. Tour hours and days per week;

g. Authorized distribution/mechanization;

h. Mail arrival profile and daily volume;

i. Processing times required for flow of mail through various operations including critical entry and clearance times;

j. Intra/Inter BMC/ASF critical dispatch schedule;

k. Transit times for Intra/Inter BMC/ASF critical dispatches;

l. Second class (2C) transfer hub operational data, if applicable, as an addendum;

m. Third class (3C) state distribution center operational data, if applicable, as an addendum

150 Basic Preparation and Format

Bulk mail centers and auxiliary service facilities must prepare operating plans *only* on official diskettes and forms supplied by Headquarters, and approved as directed by instructions in this

handbook. Operating plans *must* remain current at all times. Plans will be amended and forwarded to higher authority as directed by instructions included in this handbook. The authorized forms are part of the BMC/ASF computerized mail processing operating plan (CoMPOP) which is run on a Lotus 1-2-3 version 2.0 spreadsheet program. Use of CoMPOP minimizes efforts necessary to update amended sections of the plans during the year, as well as reducing the effort needed to prepare the required annual operating plan update. Operating plans must be reviewed and new forms prepared at the beginning of Postal Quarter IV of each fiscal year. The approved plan is effective at the start of the new fiscal year and *must* be received in Headquarters by the Assistant Postmaster General, Delivery, Distribution, and Transportation Department, by October 1st of each fiscal year.

Chapter 2
Responsibilities

210 Headquarters

The Assistant Postmaster General for Delivery, Distribution, and Transportation Department is responsible for:

a. Establishing the general format and content of the operating plan;

b. Coordinating with other concerned departments of the USPS regarding changes or modifications to the operating plan;

c. Preparing, publishing, and updating directives related to the plan including updated CoMPOP diskettes when changes to the currently approved format are issued;

d. Formulating and coordinating necessary changes with field input when emergency situations arise (railroad strikes, major delays, derailments, weather etc.);

e. Providing support and recommendations to Postal Service training facilities and regions regarding operating plan preparation and use;

f. Approving and maintaining a complete current list of critical entry and clearance times (CET/CT) for all facilities in the national bulk mail system;

Note: This is a separate process from the submittal of operating plans.

g. Reviewing plans for compatibility with the national bulk mail system and operation/service objectives; and

h. Issuing review and analysis procedures for TMSCs, BMC/ASF divisions, and regions consistent with current operating plans.

220 Regions

The Regional Director, Operations Support, is responsible for:

a. Ensuring that BMCs/ASFs, through the field division, prepare a computerized mail processing operating plan (CoMPOP);

b. Establishing a schedule for reviewing and updating operating plans either annually (PQ IV) or when major changes occur in operating conditions;

c. Reviewing and final approval of the BMC/ASF operating plans;

d. Providing recommended changes to the operating plan based upon changing operating conditions, including emergency situations;

e. Coordinating, with USPS Headquarters, training programs for preparation and use of operating plans for field personnel; and

f. Ensuring that the appropriate TMSC reviews the BMC/ASF operating plan, prior to submittal to the regional office.

230 Divisions

The Field Division Director, Operations Support, is responsible for:

a. Ensuring that all BMCs/ASFs prepare a computerized mail processing operating plan (CoMPOP) in the prescribed format and with the required content, as scheduled;

b. Requiring BMCs/ASFs to review and update operating plans each fiscal year, or when any major changes occur in operating conditions.

c. Furnishing documentation of service impact(s) to support changes prior to implementation;

d. Reviewing and approving operating plans; and

e. Forwarding division approved operating plans to the servicing TMSC.

240 BMC/ASF Facility

The general manager or postmaster is primarily responsible for:

a. Preparing the operating plan in the required format and content, as scheduled;

b. Conducting an annual review of operational conditions and updating of the operating plan;

c. Approving the operating plan;

d. Submitting the operating plan to the division for review and approval; and

e. Furnishing each supervisor with a copy of the approved facility operating plan.

250 Inspection Service

The Inspection Service is responsible for:

a. Reviewing the adequacy of an office's operating plan to determine that it has been prepared and completed as described in this handbook;

b. Reviewing the accuracy of the operations targets developed to determine that they will achieve defined service goals; and

c. Providing recommendations to the installation regarding the review of operating plans.

260 Transportation Management Service Center (TMSC)

The TMSC Manager is responsible for:

a. Ensuring that all existing transportation modes support the critical entry and clearance times listed for each category of mail or that the transportation can be changed to support new or amended operational requirements;

b. Ensuring that tie-out schedules are consistent with officially listed clearance times, coordinated with updated current transportation schedule changes;

c. Coordinating with all reviewing officials regarding recommended changes and/or modifications to the operating plan;

d. Forwarding reviewed plans, with comments, to the Division Director, Operations Support for final review and submission to the Region.

270 Approval Process Responsibilities

271 General

The operating plans must be reviewed and approved on an expedited basis at each approval level. All region approved plans are effective immediately upon receipt at each origin facility, when major changes occur, or at the beginning of the fiscal year.

Note: Changes to CETs and CTs can only be achieved through a separate process of Region and Headquarters approval.

272 BMC Manager/ASF Postmaster

The BMC Manager/ASF Postmaster at the origin facility, after reviewing and approving the plan must send the original copy to the division Director, Operations Support, for review by the Logistics and Distribution staff and approval by the Director.

273 Division Approval

The division Logistics and Distribution staff reviews and the Director, Operations Support, approves the plan and sends the original copy of the approved plan to the servicing TMSC for review and comment. After the review by the TMSC, the division forwards the approved operating plan to the Regional Manager, Operations Networks. If the division office disapproves the submitted plans, it returns the plans to the origin facility, with the reason for disapproval and suggested changes, where appropriate. After the plan has been corrected, it must begin the review process again, as stated in 272.

274 Transportation Management Service Center (TMSC) Review

The TMSC Manager or designee reviews the operating plan upon receipt as outlined in 260 and forwards the original copy of the reviewed plans,

along with comments and recommendations to the Division Director, Operations Support.

275 Region Approval

The Regional Manager, Operations Networks, or designee, reviews and approves/disapproves the operating plan upon receipt. Operations Networks then distributes copies of the approved plans as follows:

a. One copy to the origin BMC/ASF facility

b. One copy to the division office

c. One copy to the appropriate TMSC

d. Original copy for the region files

e. One copy to the APMG, Delivery, Distribution, and Transportation Department, USPS Headquarters.

276 Disapproved Plans

If the operating plan is not approved by the region, the region returns the disapproved original copy to the division office (with a copy to the TMSC) for necessary corrections and, with the appropriate suggested changes. After the plan has been corrected, it must proceed through the process stated in 272 and 273 of this handbook.

277 Revisions to the Operating Plan

When revisions are required to the operating plan, the exhibits which are changed must follow the approval and review process presented in 270. When updating plans, consider the impact on all upstream and downstream operations or facilities and require changes to those operations prior to implementing the change. All revisions must be accompanied by the new exhibits in addition to a new Exhibit I, which must show new effective dates for those exhibits being changed. Effective dates for unchanged exhibits remain the same. The new Exhibit I, must contain signatures of the reviewing and approving officials. The new Exhibit I, will be added to the original Exhibit I, while the newly approved Exhibits II through X replace their respective Exhibits.

Note: Changes to CETs and CTs can only be achieved through a separate process of Regional and Headquarters approval.

Chapter 3
Operating Plan Organization

310 Basic Organization

311 Minimum Requirements

The operating plan format and content detailed in this handbook establishes the minimum basic operating plan requirements for all designated facilities. The operating plan may be expanded to incorporate any additional operating targets desired by regions, divisions, or local facility management. All expansions of this plan *must* be coordinated with the Distribution Networks Division, USPS Headquarters, so as to maintain compatibility with the rest of the operating system. *Deletions of any segment of the basic operating plan are not permitted.*

312 Format (CoMPOP)

The computerized mail processing operating plan (CoMPOP) includes general information, a listing of responsible officials, a review and approval listing, service standards, facility data, and appropriate operating targets. The computerized version is created on a Lotus 1-2-3 version 2.0 spreadsheet program and provides prompts for data input. Using this version also minimizes the effort required to keep amended sections updated. CoMPOP is protected to prevent accidental erasure or overwrite. Some of the information is generated by previously supplied data, and these cells are protected from overwrite. The operating plan format is discussed in detail in Chapters 4 through 7.

313 Revisions

The dates shown opposite each exhibit number on Exhibit I must always reflect the latest update on a particular exhibit. If a change is made to any exhibit in the CoMPOP program, change the "date" on the exhibit and the index and the control sheet (Exhibit I) will automatically be updated.

320 Individual Exhibit Organization

The exhibits utilized in the CoMPOP program are organized in the following manner:

Exhibit I - Operating Plan Content and Approvals

Exhibit II - General Facility Data

Exhibit III - Service Area and Service Standard Data

Exhibit IV - Distribution and Equipment Data

Exhibit V - Facilities Operational Profile

Exhibit VI - Originating/Destinating Operating Targets

Exhibit VII - Intra BMC/ASF Transportation Dispatches (DOV)

Exhibit VIII - Inter BMC/ASF Transportation Dispatches (DOV)

Exhibit IX - Second Class (2C) Transfer Hub Operations

Exhibit X - Third Class (3C) State Distribution Center (SDC) Operations

Note: Exhibits IX and X are supplemental exhibits and are required only by those facilities processing the categories of mail shown in the exhibits.

Chapter 4
Preparation Instructions - Facility Data

410 General

These instructions standardize the preparation of a uniform operating plan for all bulk mail centers (BMCs) and auxiliary service facilities (ASFs). Operating as separate facilities, yet tied together as integral parts of a nationally coordinated mail processing operating system, the plan summarizes mail processing operating targets and transportation schedules in the time span between receipt and dispatch, to achieve established delivery service standards. The operating plan for each BMC/ASF requires completion of eight to ten different forms designated as Exhibit's I through X and is used for tracking and measuring daily work performance. A plan is required for each bulk mail center or auxiliary service facility. *Do not delete any segment.* Enter "NA" after any item in the base plan that is not applicable to the operation of your facility. A glossary of terms applicable to the operating plan is listed in Appendix D.

420 Exhibits I and II

421 Exhibit I - Operating Plan Content and Approvals

421.1 General. Exhibit I serves to "control" all of the forms required for each plan and shows approvals from the BMC/ASF to the responsible division, reviewing transportation management service center and appropriate region. Exhibit I should actually be the last exhibit to be completed. Many of the items shown are self-explanatory, however specific explanations are included for Item 2 and Items 6 through 9.

421.2 Item 2, Date of Plan. The date of the plan is the effective date as of the start of the fiscal year. This date remains the same as changes are submitted during the fiscal year. Initially, effective dates for Exhibits II through X match Item 2 (date of the plan). In the CoMPOP program, all the dates are entered as an integer (see the conversion tables in Appendix E). When subsequent changes to the operating plans are requested and approved, a new Exhibit I must be issued and added to the existing operating plan showing the new effective dates of the exhibits changed. CoMPOP program will automatically record the dates of Exhibits II through X as they are recorded on the original exhibit.

421.3 Items 6 through 9. Item 6, is the date that the operating plans are submitted by the BMC/ASF for the annual update or the date that subsequent changes to the operating plans are submitted. The date lines on Items 7 through 9 represent the dates when the annual operating plans are reviewed or approved by division, TMSC, and region or the date when subsequent changes to the operating plans are reviewed or approved by division, TMSC, and region.

422 Exhibit II - General Facility Data

422.1 Responsible Officials. List the name, office, and physical location (street address, city, state, and ZIP+4 Code) of the responsible officials as shown in Exhibit II. The CoMPOP program automatically walks you through this sequence.

422.2 Telephone Numbers. List the commercial and PEN system telephone numbers for the officials shown.

422.3 Facility Critical Entry and Clearance Times. Record the originating and destinating critical entry times and clearance times of the facility (CETs and CTs are based on fourth class parcel post service commitments). CoMPOP automatically transfers these times to Exhibits VI, VII, and VIII.

Note: Changes to CETs and CTs can only be

achieved through a separate process of Regional and Headquarters approval.

422.4 Facility Operating Hours. Enter the tours, tour hours, days of the week each tour is operating (mechanized), and the total number of tours per week (see Appendix D for definitions). Also list any non-mechanized tours that are operating. Indicate if the tour hours are different on the weekends or holidays.

422.5 Bulk Mail Weigh and Acceptance Hours. Enter the hours of operation for the receipt and acceptance of bulk mail. Indicate if weekend hours are different.

430 Exhibit IiI - Service Area and Service Standard Data

431 Intra-BMC/ASF Service Area Commitments

Under the appropriate column, list by name and three digit ZIP Code, all offices within the BMC/ASF service area. Also, enter any no standard areas, i.e., Army post office (APO), Fleet post office (FPO), HI, or GU. These service commitments must match the commitments listed in the corporate data base (CDB).

432 Inter-BMC/ASF Service Standards

Enter your BMC/ASF originating and destinating service standards for each of the other BMC/ASF's. The delivery days should agree with current parcel post ODIS standards as listed in file Number HSG579P3 420 (ODIS - BMC/ASF Achievement for Parcel Post).

440 Exhibit IV - Distribution and Equipment Data

441 Authorized Distribution

Under the appropriate columns list the authorized distribution for the areas listed in Item A, Exhibit III. Also, in this area list any exceptional inter BMC/ASF distribution that is performed at your facility. State and ZIP Code columns should show only those states for which mail is processed to a more detailed sort than the entire destinating BMC/ASF service area. Show the type of scheme used in the distribution of each product and class of mail (see Appendix D for definition of scheme types). If operations 115, 045, or 075 are performed, place an "S" for scheme knowledge distribution or "Z" for ZIP Code distribution in the appropriate column. Show all authorized intra distribution plus any exceptional inter distribution. (See Exhibit 441 for an example.)

442 Equipment (Mechanization, Machine Type, Number, and Distribution Function) Data.

Under the appropriate columns, describe the facility and mail processing mechanization by listing the type of mechanization and the number of machines by type. Include any experimental mechanization program where live mail is routinely processed. CoMPOP automatically walks you through this section of the exhibit. Coordinate any equipment that your facility may have

AUTHORIZED DISTRIBUTION

						OPERATIONS		
STATES	ZIP CODE AREA	MACH PP	BBM SKS	IPP	2C SK	115	045	075
IL	600-611,613	5 DIGIT	5 DIG	SCF	3 DIG	S	S	S
IN	463-464	3 DIGIT	3 DIG	DIS	3 DIG	Z	Z	Z
WI	530-539	5 DIGIT	3 DIG	DIS	DIS	S	Z	Z

Exhibit 441, Authorized Distribution

that is not specified with the Distribution Networks Division prior to its being listed on the Exhibit.

450 Exhibit V - Facility Operational Profile

451 General

The primary purpose of Exhibit V is to illustrate a mail arrival profile for the major products of bulk mail processing. Other facility data includes daily average volumes by operation, trailer inventories and receipts, damage mail profiles, and drayage running time between facilities and rail yards. Use local discretion to develop this data from existing records or from special counts. The elements on this exhibit are not intended to establish a requirement for ongoing counts.

452 Mail Arrival Profile

452.1 General. This section describes in detail the average daily mail arrival profile, in terms of processing product, of the facility. The times used must reflect arrival times at the facility gate or yard entrance (if applicable), *not* the actual time mail is available for processing. Arrival times are expressed in four hour segments within a 24 hour period. Volume percentages of mail determined from existing records or from a seven day count of the mail arriving at the BMC/ASF gate or yard entrance (whichever more accurately describes normal mail arrival). If a seven day count is used, normalize the data to reflect annualized average day volumes.

452.2 Development. In order to generate a Mail Arrival Profile, you must develop two matrices (see Exhibit 452.2). The first matrix, for originating mail, must list all the normally scheduled trailers, by HCR and origin that arrive at the facility. Across the top, the columns identify the various mail product types along with the arrival time. Facilities may want to prepare a finer breakdown for their own internal purposes, but must add all categories back together to show only the five requested types of mail in the exhibit. Repeat this procedure for destinating mail, and separate the trailers into the six arrival windows. At this point, all counts must be in pieces, either by actual count or by conversion factor. Add up the trailers, by timeframe, to create the arrival windows and add up the windows to get the total day. Perform the required mathematical equations to arrive at the final mail arrival profile displayed in percentages as shown in the exhibit.

453 Daily Average Volume (Total Net Processed)

This section describes the average day workload of the facility. The basic unit of measure is net pieces processed. Record the average daily mail volume for each type of mail, calculated from historical data or the seven day count used to develop the mail arrival profile. The best way to determine this volume is to take the total volume for the A/P closest to average (usually A/P 08) and divide by 28 (days in an A/P).

454 Trailer Inventory and Receipts (AVG DAY)

This section describes the average number of trailers on hand and received for the average workday. These numbers should closely resemble the numbers that are reported on the daily mail condition report. Record the average daily van on hand count as originating and destinating; the total is automatically calculated by the program. Record daily receipts in the same manner. Also

CONTENTS:								
HCR	TRIP #	ORIGIN	ARR TIME	PARCELS	SACKS	NMO	IPP	PALLETS
01020	804	BOS	17:00	950	150	75	300	-0-
01114	802	BGR	01:00	375	425	225	50	1
06920	801	STM	23:00	50	925	175	-0-	-0-
12090	805	ALB	21:25	4300	-0-	25	-0-	16

Exhibit 452.2, Originating Mail Arrival Profile

indicate the average fluctuation that can be expected within any week from the high to low for the days of the week. Indicate the number of pieces that are recorded as both major and minor damage within the facility. The percentages are automatically calculated by the program.

455 Rail Service Drayage

Record the name of the railroad or yard operation. Enter rail yard access time and days of the week that the yard is open. Indicate the cut off time at the railroad yard or ramp in order to make outbound dispatches. Record travel time to move mail vans between rail yards (or ramping areas) and the BMC/ASF facility in hours and minutes. If the facility is served by more than one rail yard or ramping area, indicate the running time for each. List *only* those rail yards or ramping operations that are considered a significant part of the daily operation.

460 Exhibit VI - Originating/Destinating Operating Targets

461 General

Operating targets are developed during the planning process to establish processing goals and deadlines which must be met to achieve service and productivity objectives. They provide management with planning targets that encourage supervisors to analyze and evaluate the operations in a facility and to plan mail processing activities within those operations.

462 Composition

The establishment of operations targets is crucial to any processing facility. These targets should reflect the *normal* amount of time required to process mail under typical conditions. Do not incorporate potential changes into the operating plan until they have been approved by the responsible authority and implemented by the facility.

463 Development of Operating Targets

Developing operating targets requires documenting the times, procedures, and methods necessary to meet service commitments in an efficient and effective manner. Exhibit VI, Originating/Destinating Operating Targets, of the operating plan reflects the results of the processes used to establish the planned start, critical entry time (CET), and clearance times (CT). They provide management with a framework for making decisions, as well as a basis for processing guidance and performance feedback.

464 Mail Processing Operations

All mail processing activity is generally classified in two major categories:

a. Originating or Outgoing Operations. The processing and dispatching of mail that originates within a facility's designated service area.

b. Destinating or Incoming Operations. The processing and dispatching of mail that destinates within a facility's designated service area.

Exhibit VI reflects the processing of a trailer of mail from the time it arrives at the BMC/ASF, through the sortation, tie out, and loading process functions. Separate columns are provided for originating and destinating mail flows. CoMPOP provides prompts throughout this process. The computerized mail processing operating plan (CoMPOP) accepts only the facility (gate) critical entry times. The program then asks for the processing times of various operations found in the BMC/ASF's. The clearance times and critical entry times for subsequent operations are automatically calculated and cross referenced to the times that were inserted in Exhibit II. The operating plan is based upon the timeframe requirements of a BMC/ASF facility, the time requirements of SCF's within the service area to process the mail, and the logistics requirements between the BMC/ASF and the other facilities that they serve. Completion of Exhibit VI requires all three of these factors to be considered. Also, it is important that the three terms, planned start time, critical entry time, and clearance time be understood (see Glossary of Terms, Appendix D for definitions). The information in Exhibit V is re-

quired to establish the planned start time of the various operations after critical entry time and clearance time are established for each operation.

465 Processing Rates

465.1 Starting and Ending Points. This handbook establishes a clear definition of the starting and ending points of each operation. Appendix B, Operations Definitions, provides a detailed explanation of each operation and their respective starting and ending points. Appendix C, Mail Movement Reference Chart, catalogs each operation with their respective starting and ending points. Normally, an operation (including storing and queuing of the mail) begins with the receipt of mail into that operations system, as you would find in a BMC/ASF, and ends at the point where movement to the next operation or processing facility is completed.

465.2 Methods. Each facility must establish processing rates for each operation using current measurement systems (PGLs) or locally designed methods, whichever is more meaningful to the facility. Locally established rates should reflect the average length of time necessary to process mail through a given operation.

465.3 Requirements. Processing rates should include (but are not limited to):

a. Units per hour processed (throughput);

b. Length of time mail is waiting for processing;

c. Average time to process one piece (bundle, sack, parcel, container) of mail.

465.4 Uses. Use processing rates to calculate the time necessary to start the operation; the latest time committed mail must be available for processing at each operation (CET); and the time by which mail must clear each operation (CT).

466 Originating Mail (Destinating to Other BMC/ASF Service Areas)

466.1 Develop Matrix. The first time parameter is the critical entry time for originating mail. Develop a matrix showing which facilities originate mail within the BMC/ASF service area, the clearance time of the outgoing parcel post at that office, the transit time required to move that mail from the facility to the BMC/ASF, and the potential arrival time of the mail at the BMC/ASF. (See the following example.)

Example:

SCF/AO	CT @ SCF	Transit Time	BMC/ASF Arr. Time
Riverview	2000-0	4.0 Hrs	0001-1
Ocean City	2130-0	6.0 Hrs	0330-1
Fredericksburg	1945-0	3.5 Hrs	2315-0

Normally, the critical entry time for the yard (and the facility) is the latest BMC/ASF arrival time in the above matrix. However, local management may elect, with the concurrence of the division, to establish an *earlier* or *later* BMC/ASF critical entry time after considering the overall mail arrival profile, percentage of mail received on earlier receipts prior to the dispatch of value trip from the SCF, and the effect that this time has on the facility clearance time. This is a management risk and should be carefully weighed.

466.2 Flow Process. Having determined the critical entry time at the BMC/ASF yard and the time requirements for processing through the BMC/ASF, establish critical entry times for subsequent major operation in Exhibit VI. If two hours are required to clear a parcel van at the dock the critical entry time for the primary parcel or sack sorter is two hours later than the critical entry time for the inbound dock. Flowing through the processing operations in the facility, each subsequent critical entry and clearance time is similarly determined, each based upon the parameters of the upstream operation, progressively built upon the yard critical entry. Establish the loading dock clearance time last, which is the time all mail entering the facility by the yard critical entry time has been processed in the facility and loaded onto Inter BMC/ASF trailers available for dispatch. This is also the BMC/ASF facility clearance time for originating mail destined to other BMC/ASF areas and establishes the beginning of the inter BMC/ASF transportation planning window. (Exhibit VIII of the operating plan).

467 Destinating Mail (From other BMC/ASFs and Originating Turnaround Mail)

467.1 Develop Matrix. Similar to originating mail, develop a matrix to establish BMC/ASF destinating operating targets. This matrix must include each SCF, city and AO, and the parcel post critical entry time in their operating plans. Use the critical entry time of the residue sacks if working SCF sacks are dispatched. Use the critical entry time for five digit sacks if the *entire* SCF is worked to that level by the BMC/ASF. Nonmachinable outsides constitute a major portion of the committed parcel mail within our system. Make sure sufficient time is allowed for the processing of this mail at the destinating SCF. The transit time required to move that mail from the BMC/ASF to the facility and the resultant time at which mail must be dispatched by the BMC/ASF. (See the following example.)

Example:

SCF	CET @ SCF	Transit Time	BMC/ASF CT
Riverview	0400-2	4.0 Hrs	0001-2
Ocean City	0415-2	6.0 Hrs	2215-1
Fredericksburg	0325-3	9.5 Hrs	1755-2

Here again, as in the determination of the critical entry time for originating mail, the destinating clearance time for the BMC/ASF is normally the worst case scenario (earliest time) in the above matrix. Furthermore, local management, with the concurrence of the Division, may elect to establish an *earlier* or *later* BMC/ASF clearance time after considering the overall dispatch schedules and associated volumes, percentage of mail dispatched on earlier trips prior to the dispatch of value trip to the SCF, and the effect this time has on the facility critical entry time. Distinctly, this decision is a management risk and should be carefully weighed.

467.2 Flow Process. Having established the clearance time for the loading dock, the other clearance and critical entry times are established by working back through each successive upstream major operation in Exhibit VI. This process is continued until the critical entry at the yard for this mail category is established. This is also the BMC/ASF facility critical entry time for destinating mail from other BMC/ASF's and establishes the end of the inter BMC/ASF Transportation planning window. (See Exhibit VII of the operating plan.) The computerized mail processing operating plan (CoMPOP) asks for the yard and facility critical entry times. The program then asks for the processing times for the various operations found in the BMC/ASF's. The clearance times and critical entry times for subsequent operations are automatically calculated and cross referenced to the times that were inserted in Exhibit II.

468 Developing Individual Operating Targets

468.1 Clearance Time

468.11 Determine when committed mail must complete an operation if it is to make planned dispatch or delivery. Completion of an operation is accomplished when *all* activities associated with that function are completed.

468.12 Except for unusual circumstances, the *clearance time* of an operation must not be later than the *critical entry time* of subsequent operations.

468.2 Critical Entry Time. Determine the latest possible time that committed mail must be available to an operation if it is to complete the operation by the planned *clearance time*. In doing so:

a. Consider the time mail must wait in queue on an average day;

b. Consider the processing rate for the operation; and

c. Base the calculations on normal operations and average volumes; do not consider large daily volume fluctuation changes or absenteeism unless they are part of an average operating day.

468.3 Planned Start Times. After establishing the critical entry times and clearance times for each major operation in Exhibit VI, determine the planned start times. Analyzing mail availabil-

ity (inventories plus receipts) profiles, operation throughput, operation capacity, and available staffing. The planned start time can be determined, by backing up from each operations clearance time.

470 Use of Operating Targets

471 Performance Feedback

471.1 Analysis. Operating targets enable management to monitor and analyze performance in two areas: overall planning and day-to-day processing.

471.2 Overall Planning

471.21 Observe facility performance to determine the effectiveness and accuracy of the planned start, critical entry, and clearance times. A facility which completes its processing too easily before the established clearance time, and regularly meets its service commitments, may have planned improperly or may have underestimated the processing capabilities of the facility. It may also indicate the need for re-evaluation of scheduling and staffing at the facility.

471.22 It is important to compare established times to facility performance and then to compare that performance to the facility's service performance and productivity indicators. A close relationship exists between operating plan performance and service performance indicators.

471.3 Day-to-Day Processing

471.31 Use the operating targets during the processing tour to determine whether the service commitments of the facility can be met. The supervisor of any operation (particularly those operations specifically documented in the operating plan) must be fully aware of the status of upstream operations which precede their operation in mail processing. Because operating plans are based upon average volume days, operations supervisors must try to be aware of upstream conditions which could impact their operation goals and should react accordingly to achieve their goals.

471.32 Operations experiencing higher volumes or unusual conditions which results in a failure to meet their critical entry or clearance times may affect downstream operations. Supervisors must determine both the status of the mail in upstream operations and whether or not that mail will meet the established operations targets. They must then make a decision regarding staffing changes and other actions to ensure operating plan compliance in their operation.

471.33 Operations targets show managers how various operations are interrelated. Operational problems can be readily anticipated once it is known that an operation or set of operations:

a. Failed to start as planned;

b. Failed to clear;

c. Cleared properly, but failed to meet the *critical entry time* of the downstream operations.

472 Problem Solving

Operations targets enable managers to highlight areas to examine when productivity goals or service commitments are not realized. Local management must establish an internal self-evaluation system for measuring its own effectiveness regarding operating plan performance. The format for such internal reporting is left to the discretion of local management.

Chapter 5
Preparation Instructions - Transportation Data

510 General

Transportation is an integral part of the national bulk mail system. BMC/ASF's operate as separate parts of a nationally coordinated mail processing system that is tied together by the common transportation system. This section deals with that system to provide a reliable source document for current national criteria. It is a vital tool for field personnel to maintain and improve service performance. This chapter also explains the transportation exhibits in the operating plan. Critical dispatch or dispatch of value (DOV) is a specific dispatch from Facility A to Facility B, that allows both facilities sufficient time to process the mail in order to meet service commitments. This designated dispatch is not necessarily the first dispatch after clearance time nor the last dispatch to arrive at the destinating facility prior to critical entry time. It should be a dispatch somewhere in between these two extremes that has been mutually negotiated by the operations personnel of the facilities involved.

520 Exhibit VII - Intra BMC/ASF Transportation Dispatches (DOV)

521 General

This section provides for the reporting of up to 48 intra BMC/ASF critical dispatches (DOV) on three pages in the CoMPOP program. Use as many pages as necessary to list *all* critical dispatches or dispatches of value (DOV). Indicate the "page ___ of ___" shown in the upper right hand corner to account for all pages of Exhibit VII. If additional pages are required, contact the Distribution Networks Division at USPS Headquarters. You will be guided through the software changes required to expand this exhibit. Also, the CoMPOP program has reformatted specific cells for showing time and labels in the proper format.

522 Inbound Intra BMC/ASF Dispatch, Columns 1 through 6

522.1 Column 1, BMC/ASF Service Area. Enter the SCF, AO, Sta/Br or mailer, the authorized two letter state alpha code, and the three-digit or five-digit ZIP Code. The CoMPOP program moves down each column and walks through the sequence for you. If there is no entry, hit the return key.

522.2 Column 2, 100% Originating Mail Available. Enter the time that 100% of parcel post mail is available at the origin offices. This column *must* show the time of day and the age of the mail in days.

Example: 22:45 0 or 03:00 1

522.3 Column 3, Last Dispatch to BMC/ASF (DOV). Record the time of the last dispatch that has committed mail that arriving at the BMC/ASF prior to critical entry for originating BMC/ASF mail. This column must show the time of day and the age of the mail in days.

Example: 23:15 0 or 03:30 1

522.4 Column 4, Arrival at BMC/ASF. Enter the time of the scheduled arrival of the trailer at the BMC/ASF in elapsed days by age of mail.

Example: 23:45 0 or 04:00 1

522.5 Column 5, Frequency (Inbound). Show the transportation frequency as listed in Appendix A. Also, the frequency shown must cover all days which committed mail is dispatched, normally six days per week.

522.6 Column 6, Critical Entry Time (CET). Enter the latest time that originating committed mail, as developed in section 466 of this handbook, must arrive at the BMC/ASF if it is to

make its planned clearance time. This time is automatically brought over from Exhibit II, when using the CoMPOP program. This column must show the time of day and the age of the mail in days.

Example: 23:45 0 or 04:00 1

523 Outbound Intra BMC/ASF Dispatch, Columns 7 through 12

523.1 Column 7, Frequency (Outbound). Show the transportation frequency as listed in Appendix A. Also, the frequency shown must cover all days which committed mail is dispatched, normally six days per week.

523.2 Column 8, Trailer Seal Time at BMC/ASF. Record the time that the trailer is sealed for the dispatch of value (DOV) mail and moved to the outbound queue. In the CoMPOP program, this column is automatically calculated by subtracting 15 minutes from column 9. This column must show the time of day and the age of the mail, in days.

Example: 22:45 1 or 03:00 2

523.3 Column 9, Dispatch of Value (DOV) to Destinating Facility. Record the time that the dispatch of value (DOV) is scheduled from the BMC/ASF to arrive prior to the SCF/AO critical entry time. This column must show the time of day and the age of the mail, in days.

Example: 23:00 1 or 03:15 2

523.4 Column 10, (DOV) Arrival at Destinating Facility. Record the scheduled arrival time of the DOV at the destinating facility in elapsed days by age of mail. The column of the age of mail in days is automatically calculated in the CoMPOP program, based on the service standard. This column must show time of day and age of mail in days.

Example: 23:45 1 or 03:45 2

523.5 Column 11, Facility Critical Entry Three-Digit ZIP Code. Enter latest arrival time that the facility can receive mail made up to three digit separations for distribution to five-digit delivery units and still be able to achieve delivery within service standards. This column must show time of day and age of mail in days.

Example: 23:45 2 or 03:45 3

523.6 Column 12, Facility Critical Entry - Five-Digit ZIP Code. Enter latest arrival time that the facility can receive mail made up to five digit separations for transfer to AO's, stations, and branches and still be able to achieve delivery within service standards. This column must show time of day and age of mail in days.

Example: 23:45 2 or 03:45 3

530 Exhibit VIII - Inter BMC/ASF Transportation Dispatches (DOV)

531 General

Exhibit VIII provides space for reporting inter BMC/ASF critical dispatches (DOV). Only three pages are required to list all critical dispatches for your facility. CoMPOP has the major inter facilities in the bulk mail system listed in ODIS report sequence, additional facilities and transships can be handled on page three. Indicate the "page___of___" shown in upper right hand corner to account for all pages of Exhibit VIII used.

532 Inbound Inter BMC/ASF Columns 1 through 7

532.1 Column 1, Origin/Destination. Enter the name of the BMC/ASF/GMF and the three-digit ZIP Code.

532.2 Column 2, Mode/Frequency

a. H - Highway
H/R - Highway/Rail
R - Rail
R/H - Rail/Highway

b. Show the Transportation frequency from origin as listed in Appendix A. Also, the frequency shown must cover all days which committed mail is dispatched, normally six days per week.

532.3 Column 3, Clearance Time (Seal Time) (CT). Show the latest time that originating mail from other BMC/ASF facilities is scheduled to be sealed with the dispatch of value mail. This column must show time of day and age of mail in days. This column also provides the approved clearance times for all the BMCs/ASFs in the national bulk mail system.

Example: 20:00 1 or 00:30 2.

532.4 Column 4, Scheduled Critical Dispatch (DOV). Record the scheduled dispatch time and elapsed days by age of mail. This column must show time of day and age of mail in days.

Example: 20:15 1 or 00:45 2.

Note: See Appendix D, Glossary of Terms, for definition.

532.5 Column 5, Scheduled Arrival. Record the scheduled arrival time at the destination facility for highway and rail trips. Rail movements must include scheduled available time at the rail ramp plus drayage time to the BMC/ASF. Show elapsed days by age of mail and time for highway and rail trips. This column must show time of day and age of mail in days.

Example: 20:00 4 or 00:30 5

532.6 Column 6, Critical Entry Time (CET). List the latest time committed mail can be received in order to be processed to make service standards. This column must show time of day and age of mail in days. This column is automatically completed by the program based on the input of the same information in Exhibit II.

Example: 20:00 4 or 00:30 5

532.7 Column 7, Service Standards. Record the service standard based on ODIS as published in the corporate data base (CDB). This column is automatically computed by the program based on the input of the same information in Exhibit III.

533 Inbound Inter BMC/ASF, Columns 8 through 13

533.1 Column 8, Mode/Frequency

a.
- H - Highway
- H/R - Highway/Rail
- R - Rail
- H/R - Rail/Highway

b. Show the transportation frequency as listed in Appendix A. Also, the frequency shown must cover all days which committed mail is dispatched.

533.2 Column 9, Clearance Time (Seal Time) (CT). Seal time is the origin BMC/ASF seal or tie out time that is after the originating clearance time. Show time and elapsed days by age of mail. This column must show time of day and age of mail in days. This column is automatically completed by the program based on the input of the same information in Exhibit II.

Example: 20:00 1 or 00:30 2.

533.3 Column 10, Scheduled Critical Dispatch (DOV). Record the scheduled dispatch time and elapsed days by age of mail. This column must show time of day and age of mail in days.

Example: 20:15 1 or 00:45 2.

Note: See Appendix D, Glossary of Terms, for definition.

533.4 Column 11, Scheduled Arrival. Record the scheduled arrival time at the destination facility for highway and rail trips. Rail movements must include scheduled available time at the rail ramp plus drayage time to the BMC/ASF. Show elapsed days by age of mail and time for highway and rail trips. This column must show time of day and age of mail in days.

Example: 20:00 4 or 00:30 5.

533.5 Column 12, Critical Entry Time (CET). List the latest time committed mail can be received in order to be processed to meet service standards. Show time and elapsed days by age of mail. This column provides the approved critical entry times for all the BMC/ASFs in the national bulk mail system. Elapsed days for this column is a calculation based on the service standard for the destination.

533.6 Column 13, Service Standards. Record the service standard based on ODIS as published in the corporate data base (CDB). This column is automatically computed by the program based on the input of the same information in Exhibit III.

Chapter 6
Second-Class (2C) Transfer Hub Operations

610 General

Current policy requires that each BMC/ASF develop an operating plan that summarizes mail processing and transportation schedule time frames at each facility that ensures that officially approved service standards can be accomplished for all delivery units. This chapter and the accompanying Exhibit IX documents these procedures, provides a methodology for determining the effectiveness of BMC/ASFs in processing second-class mail, and furnishes a structured approach for performing facility audits. *This exhibit is required only for those facilities processing second class mail as part of its daily routine function.* Those facilities that may, on a temporary or seasonal basis, process second-class mail in order to assist another facility and *do not* on a regular basis process this class of mail need not submit this exhibit as part of their operating plan.

620 Background

Bulk mail centers (BMCs) and auxiliary service facilities (ASFs) are permitted to process second-class mail as part of the national bulk mail system as long as they can maintain a separation of product and service commitment. This chapter and Exhibit IX standardizes the format used by all facilities in the national bulk mail system that process and distribute second-class mail. The use of the CoMPOP program assists in developing this part of the plan and minimizes the efforts necessary to update amended sections of Exhibit IX.

630 Exhibit IX - Second-Class (2C) Transfer Hub Operations

631 2C Transfer Hub Service Area and Service Commitments

List by name and three-digit ZIP Code and service commitment, all offices within (intra) the 2C transfer hub service area. This area allows for up to 102 facilities to be listed in the CoMPOP program. If additional pages are required, contact the Distribution Networks Division at USPS Headquarters, and you will be guided through the software changes required to expand this exhibit. Enter your originating and destinating service standards for each of the other BMC/ASF's (inter) transfer hubs.

Note: This is similar to section 432 of this handbook.

632 Originating/Destinating Operating Targets

Operating targets are developed for second-class mail much in the same manner as they are developed for third- or fourth-class mail. For a detailed explanation of the operating targets and their development refer to section 460 of this handbook. This section of the exhibit displays the processing of a trailer of second-class (2C) mail from the time it arrives at the BMC/ASF, through the unloading, sortation, tie out, and loading process functions. Separate columns are provided for originating and destinating mailflows. The CoMPOP program walks you through this process. The operating plan is based upon the time requirements and service commitments of the BMC/ASF facility, and the other facilities within the service area to process the mail and the logistics requirements between your BMC/ASF and the other facilities that they serve. It is important that the three terms, planned start time, critical entry time, and clearance time be understood (see Appendix D, Glossary of Terms, for definitions). The information found in Chapter 4 will assist you in developing this section of the exhibit. CoMPOP requires only that you complete the facility critical entry time and the operations processing times. The critical entry end clearance

times of the various operations are automatically calculated by the program.

633 Authorized Distribution Data

Under the proper columns list the authorized destinating distribution for the areas listed on section B of this exhibit. Facility and ZIP Code columns should show only those facilities for which mail is processed to a more detailed sort. Show the type of scheme used in the distribution of each product and class of mail (see Appendix D, Glossary of Terms, for definitions of scheme types). Show all authorized intra distribution plus any exceptional inter distribution. See Exhibit 633.

Note: Operation numbers 113, 043, and 073 shown in Exhibit 633 and Exhibit IX are used specifically to distinguish second-class mail processing from BBM processing at BMCs. (Generally, BBM processing is identified as 115, 045, and 075.) Do not construe the use of 113, 043, and 073 in the BMCs as processing MMP mail.

634 Mail Arrival Profile

This section describes the average daily mail arrival profile, in terms of processing product for second-class (2C) mail, of the facility. The times used must reflect arrival times at the facility gate or dock (if applicable), not the actual time mail is available for processing. Express arrivals in four hour segments within a 24 hour period. Determine volume percentages of mail from existing records or from a seven day count of the mail arriving at the BMC/ASF gate or platform (whichever more accurately describes normal mail arrival). If a seven day count is used, normalize the data to reflect annualized average day volumes. See section 452 of this handbook on how to develop an actual mail arrival profile.

635 2C Transfer Hub Transportation Network

635.1 General. This section provides for the reporting of up to 34 intra/inter BMC/ASF critical dispatches (DOV) for second-class (2C) mail on two pages in the CoMPOP program. Use as many pages as necessary to list *all* critical dispatches or dispatch of value (DOV) that are an *exception* to the transportation listed in Exhibits VII and VIII. Indicate the "page ___of___" shown in the upper right hand corner to account for all pages in this exhibit. If additional pages are required, contact the Distribution Networks Division at USPS Headquarters and you will be guided through the software changes required to expand this exhibit. Also, the CoMPOP program has reformatted specific cells for showing time and labels.

635.2 Inbound Intra/Inter 2C Hub Dispatch, Columns 1 through 8

635.21 Column 1, 2C Hub Intra/Inter Service Area. Enter the BMC/ASF, SCF, GMF, AO or station name, and the authorized two-letter state alpha code along with the three- or five-digit ZIP Code. The CoMPOP program moves down each column and walks through the sequence. If there is no entry, hit the return key.

635.22 Column 2, Mode/Frequency (Inbound)

a. H - Highway

1. AUTHORIZED DISTRIBUTION

STATE	ZIP CODE RANGE	SACKS/ TRAYS	PALLETS	OPERATIONS 113	043	073
IL	600-629	3/5 DIG	3/5 DIG	3 D	S-5 D	S-3 D
IN	460-479	3 DIGIT	3 DIG	3 D	Z-3 D	Z-3 D
WI	530-549	5 DIGIT	DIS	DIS	S-3 D	Z-5 D

Exhibit 633

H/R - Highway/Rail
R - Rail
R/H - Rail/Highway

b. Show the transportation frequency as listed in Appendix A. Also, the frequency shown must cover all days which committed mail is dispatched, normally six days per week.

635.23 Column 3, Critical Dispatch to BMC/ASF (DOV). Record the time of the last dispatch that has committed mail arriving at the BMC/ASF prior to critical entry for second-class (2C) originating/destinating BMC/ASF mail. This column must show the time of day and the age of the mail in days.

Example: 23:15 0 or 03:30 1

635.24 Column 4, Scheduled Arrival at BMC/ASF. Enter the time of the scheduled arrival of the vehicle at the BMC/ASF in elapsed days by age of mail.

Example: 23:45 0 or 04:00 1

635.25 Column 5, Critical Entry Time (CET). Enter the latest time that originating/destinating second-class (2C) committed mail, as developed in section 466 of this handbook, must arrive at the BMC/ASF if it is to make its planned clearance time. This column must show the time of day and the age of the mail in days. Elapsed days for this column is a calculation based on the service standard for the destination. This column is automatically calculated once the first line is imputed, and it should match section B and C on page 1 of Exhibit IX.

Example: 23:45 0 or 04:00 1.

635.26 Column 6, Service Standards. Record the service standard based on ODIS as published in the corporate data base (CDB).

635.27 Column 7, Processing Time (In Hours). Record the actual total processing time that it takes to process second class (2C) mail through the facility. This information is available from section C on page 1 of Exhibit IX and is the difference of the clearance time minus the critical entry time.

635.28 Column 8, Clearance Time (CT). Enter the latest time that committed mail clears the facility, as developed in section 466 of this handbook. This entry is automatically calculated in the CoMPOP program by taking the column for critical entry plus the processing time. Also, this calculated time should match section C on page 1 of Exhibit IX. This column must show the time of day and the age of the mail in days.

Example: 23:45 0 or 04:00 1

635.3 Outbound Intra/Inter 2C Hub Dispatch, Columns 9 through 14

635.31 Column 9, Trailer Seal Time at BMC/ASF. Record the time that the trailer is sealed for the dispatch of value (DOV) second class (2C) mail and moved to the outbound queue. This column must show the time of day and the age of the mail, in days.

Example: 22:45 1 or 03:00 2

635.32 Column 10, Mode/Frequency (Outbound)

a. H - Highway
H/R - Highway/Rail
R - Rail
R/H - Rail/Highway

b. Show the transportation frequency as listed in Appendix A. Also, the frequency shown must cover all days which committed mail is dispatched, normally six days per week.

635.33 Column 11, Dispatch to Destinating Facility (DOV). Record the time that the dispatch of value (DOV) is scheduled from the BMC/ASF to arrive prior to the destinating facility critical entry time. This column must show the time of day and the age of the mail, in days.

Example: 23:00 1 or 03:15 2

635.34 Column 12, Arrival at Destinating Facility (DOV). Record the scheduled arrival time of the DOV at the destinating facility in elapsed days by age of mail. The column of the age of mail in days is automatically calculated in the CoMPOP program, based on the service standard. This column must show time of day and age of mail in days.

Example: 23:45 1 or 03:45 2

635.35 Column 13, Critical Entry Time (CET). Enter latest arrival time that the destinating facility can receive mail and still be able to achieve delivery within service standards. This column must show time of day and age of mail in days. Elapsed days for this column is a calculation based on the destination service standard.

Example: 23:45 2 or 03:45 3.

635.36 Column 14, Service Standards. Record the service standard based on ODIS as published in the corporate data base (CDB).

Chapter 7
Third-Class (3C) State Distribution Center (SDC) Operations

710 General

Current policy requires that each BMC/ASF develop an operating plan that summarizes mail processing and transportation schedule timeframes at each facility that ensures that officially approved service standards can be accomplished for all delivery units. This chapter and the accompanying Exhibit X document these procedures and provide a methodology for determining the effectiveness of the BMC/ASF in processing third class mail as a state distribution center (SDC Operations 115, 045 and 075) and furnish a structured approach for performing facility audits. *This exhibit is required only for those facilities processing third class mail as a function of an SDC operation and as permanent part of its day to day operation.* Those facilities that may, on a temporary or seasonal basis, process third-class mail in order to assist another facility and *do not* on a regular basis process this class of mail need not submit this exhibit as part of their operating plan.

720 Background

Bulk mail centers (BMCs) and auxiliary service facilities (ASFs) process third class mail, in a SDC environment, as part of the overall national bulk mail system as long as it is cost effective for the Postal Service and can maintain or improve service. This chapter and exhibit standardizes the format to be used by all facilities in the national bulk mail system that process and distribute third class mail in this environment. The use of the CoMPOP program assists in developing this part of the plan and minimizes the efforts necessary to update amended sections of Exhibit X.

730 Exhibit X - Third-Class (3C) State Distribution Center (SDC) Operations

731 State Distribution Center (3C-SDC) Service Area

List by name and three digit ZIP Code, all offices within the 3C-SDC service area that are not listed on Exhibit III. This area allows for up to 24 SCFs to be listed in the CoMPOP program, if additional pages are required, contact the Distribution Networks Division at USPS Headquarters and you will be guided through the software changes required to expand this exhibit.

732 Originating/Destinating Operating Targets

Operating targets are developed for third-class mail much in the same manner as they are developed for second- or fourth-class mail. For a detailed explanation of the operating targets and their development refer to section 460 of this handbook. This section of the exhibit reflects the processing of a trailer of third-class (3C) mail, in an SDC environment from the time it arrives at the BMC/ASF, through the unloading, sortation, tie-out, and loading process functions. Separate columns have been provided for originating and destinating mail flows. The CoMPOP program prompts you through this process. The operating plan is based upon the time requirements of the BMC/ASF facility, the time requirements of the facilities within the service area to process the mail, and the logistics requirements between the BMC/ASF and the other facilities that they serve. It is important that the three terms, planned start time, critical entry time, and clearance time be understood (see Appendix D, Glossary of Terms, for definitions). The information found in Chapter 4 assists you in developing this section of the exhibit and CoMPOP requires only that you complete the facility critical entry time and the operations processing times. The critical entry and clearance times of the various operations is automatically calculated by the program.

733 Authorized Distribution Data

Under the proper columns, list the authorized distribution for the areas listed on section B of this exhibit. Facility and ZIP code columns should show only those facilities for which mail is processed to a more detailed sort. Show the type of scheme used in the distribution of each product and class of mail (see Appendix D, Glossary of Terms, for definitions of scheme types). Show all authorized intra distribution plus any exceptional inter distribution. See Exhibit 733.

734 Mail Arrival Profile

This section describes the average daily mail arrival profile, in terms of processing product for third-class (3C) mail *only*, of the facility. The times used must reflect arrival times at the facility gate or dock (if applicable), not the actual time mail is available for processing. Express arrival in four hour segments within a 24 hour period. Determine volume percentages of mail from existing records or from a seven day count of the mail arriving at the BMC/ASF gate or platform (whichever more accurately describes normal mail arrival). If a seven day count is used, normalize the data to reflect annualized average day volumes. See section 452 of this handbook on how to develop an actual mail arrival profile.

735 3C SDC Intra/Inter Transportation Network

735.1 General. This section provides for the reporting of up to 34 intra/inter BMC/ASF critical dispatches (DOV) for third-class (3C) mail on two pages in the CoMPOP program. Use as many pages as necessary to list *all* critical dispatches or dispatch of value (DOV) that are an *exception* to the transportation listed in Exhibit VII and VIII. Indicate the "page ___ of ___" shown in the upper right hand corner to account for all pages in this exhibit. If additional pages are required, contact the Distribution Networks Division at USPS Headquarters, and you will be guided through the software changes required to expand this exhibit. Also, the CoMPOP program has reformatted specific cells for showing time and labels.

735.2 Inbound Intra/Inter BMC/ASF Dispatch, Columns 1 through 8

735.21 Column 1, BMC/ASF Intra/Inter Service Area. Enter the BMC/ASF, SCF, GMF, AO or station name and the authorized two-letter state alpha code along with the three- or five-digit ZIP Code. The CoMPOP program moves down each column and walks through the sequence. If there is no entry, hit the return key.

735.22 Column 2, Mode/Frequency (Inbound)

a.
H - Highway
H/R - Highway/Rail
R - Rail
R/H - Rail/Highway

b. Show the transportation frequency as listed in Appendix A. Also, the frequency shown must cover all days which committed mail is dispatched, normally six days per week.

735.23 Column 3, Critical Dispatch to BMC/ASF (DOV). Record the time of the last dispatch that has committed mail arriving at the BMC/ASF prior to critical entry for third-class (3C) originating/destinating BMC/ASF Mail. This col-

AUTHORIZED DISTRIBUTION

SCF FACILITY	ZIP CODE RANGE	SACKS/ TRAYS	PALLETS	OPERATIONS 115	045	075
SO. SUB	600-611,613	3/5 DIG	3/5 DIG	3 D	S-5 D	S-3 D
INDY	463-464	3 DIGIT	3 DIG	3 D	Z-3 D	Z-3 D
MADISON	530-539	5 DIGIT	DIS	DIS	S-3 D	Z-5 D

Exhibit 733, Authorized Distribution Data

umn must show the time of day and the age of the mail in days.

Example: 23:15 0 or 03:30 1

735.24 Column 4, Scheduled Arrival at BMC/ASF. Enter the time of the scheduled arrival of the trailer at the BMC/ASF in elapsed days by age of mail.

Example: 23:45 0 or 04:00 1

735.25 Column 5, Critical Entry Time (CET). Enter the latest time that originating/destinating third-class (3C) committed mail, as developed in section 466 of this handbook, must arrive at the BMC/ASF if it is to make its planned clearance time. This column must show the time of day and the age of the mail in days. Elapsed days for this column is a calculation based on the service standard for the destination. This column is automatically calculated once the first line is imputed and it should match section C on page 1 of Exhibit X.

Example: 23:45 0 or 04:00 1

735.26 Column 6, Service Standards. Record the service standard based on ODIS as published in the corporate data base (CDB).

735.27 Column 7, Processing Time (In Hours). Record the actual total processing time that it takes to process third-class (3C) mail through the facility. This information is available from section C on page 1 of Exhibit X and is the difference of the clearance time minus the critical entry time.

735.28 Column 8, Clearance Time (CT). Enter the latest time that committed mail clears the facility, as developed in section 466 of this handbook. This entry is automatically calculated in the CoMPOP program by taking the column for critical entry plus the processing time. Also, this calculated time should match section C on page 1 of Exhibit X. This column must show the time of day and the age of the mail in days.

Example: 23:45 0 or 04:00 1

735.3 Outbound Intra/Inter BMC/ASF Dispatch, Columns 9 through 14

735.31 Column 9, Trailer Seal Time at BMC/ASF. Record the time that the trailer is sealed with the dispatch of value (DOV) third-class (3C) mail and moved to the outbound queue. This column must show the time of day and the age of the mail, in days.

Example: 22:45 1 or 03:00 2

735.32 Column 10, Mode/Frequency (Outbound)

a.
H - Highway
H/R - Highway/Rail
R - Rail
R/H - Rail/Highway

b. Show the transportation frequency as listed in Appendix A. Also, the frequency shown must cover all days which committed mail is dispatched, normally six days per week.

735.33 Column 11, Dispatch to BMC/ASF/SCF/AO/Station (DOV). Record the time that the dispatch of value (DOV) is scheduled from the BMC/ASF to arrive prior to the destinating BMC/ASF/SCF/AO critical entry time. This column must show the time of day and the age of the mail, in days.

Example: 23:00 1 or 03:15 2

735.34 Column 12, DOV Arrival at Destinating BMC/ASF/SCF/AO. Record the scheduled arrival time of the DOV trailer at the destinating facility in elapsed days by age of mail. The column of the age of mail in days is automatically calculated in the CoMPOP program, based on the service standard. This column must show time of day and age of mail in days.

Example: 23:45 1 or 03:45 2

735.35 Column 13, Critical Entry Time (CET). Enter latest arrival time that the destinating facility can receive mail for processing to other facilities or to AO's, stations, and branches and still be able to achieve delivery within service standards. This column must show time of day

and age of mail in days. Elapsed days for this column is a calculation based on the destination service standard.

Example: 23:45 2 or 03:45 3.

735.36 Column 14, Service Standards. Record the service standard based on ODIS as published in the corporate data base (CDB).

Appendix A

Frequency of Service Symbols

Number and Sequence of Characters

Each character has the same meaning whether used alone or in combination with other characters. The "X" or alphabetic character is allowed only once in a frequency and is always first in the sequence, if used. Not more than three numeric characters are allowed in a frequency. Numeric characters are shown in ascending sequence.

Frequency Symbols:

1 - Monday
2 - Tuesday
3 - Wednesday
4 - Thursday
5 - Friday
6 - Saturday
7 - Sunday

Examples:

7 - Sunday only
X7 - Daily ex. Sunday
67 - Sat & Sun *only*
X67 - Daily ex. Sat & Sun
B67 - Holidays, Sat & Sun *only*
K167 - Daily ex. Hol., Mon, Sat & Sun

Note: Absence of a symbol denotes daily

Holidays

(Only)		(Daily Except)
A	Day before holiday	J
B	Holiday	K
C	Day after holiday	L
D	Holidays and days before holidays	M
E	Holidays and days after holidays	N
F	Days before holidays other than Martin Luther King, Jr.'s Birthday, Washington's Birthday, Columbus Day, and Veterans Day	P
G	Holidays other than Martin Luther King, Jr.'s Birthday, Washington's Birthday, Columbus Day, and Veterans Day	Q
H	Days after holidays other than Martin Luther King, Jr.'s Birthday, Washington's Birthday, Columbus Day, and Veterans Day	R
O	Days before holidays other than Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Columbus Day, and Veteran's Day	V
S	Holidays other than Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Columbus Day, and Veterans Day	W
T	Days after holidays other Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Columbus Day, and Veterans Day	Y
U	Days before holidays other than Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Labor Day, Columbus Day, and Veterans Day	Z
AA	Holidays other than Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Labor Day, Columbus Day, and Veterans Day	JJ

BB	Days after holidays other than Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Labor Day, Columbus Day, and Veterans Day	KK
CC	Martin Luther King, Jr.'s Birthday, Washington's Birthday, Columbus Day, and Veterans Day	LL
DD	Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Columbus Day, and Veterans Day	MM
EE	Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Labor Day, Columbus Day, and Veterans Day	NN
FF	Christmas Eve and New Year's Eve	PP
GG	Christmas and New Year's Day	QQ
HH	Two days before holidays	RR
OO	Two days after holidays	VV

Special Note: Use of X

X	Used before one to three numeric symbols indicates Daily *except*..., i.e., X6 indicates Daily except Saturday
X	Used after one to three numeric symbols indicates that the trip operates on that day *except* when a holiday falls on that day, i.e., 6X indicates Saturday service except when a holiday falls on Saturday.

Appendix B
Operations Definitions
(In Mail Flow Order - Reference Exhibit VI)

The below listed definitions are referred to in section 465 (Processing Rates) of this handbook. These delineations clearly define the starting and ending points of each operation for which an operating target has been established in the BMC/ASF mail processing operating plans. For the sake of simplification, the term 'trailer' is used in these definitions, but it is understood that the vehicle could be a trailer, rail van, piggyback, flexi, 5-ton, or other BMC/ASF compatible vehicle designated to haul mail.

Inbound Yard Operation — Starts when the trailer arrives at the facility gate or entrance and ends when the trailer is placed or spotted at the dock.

Unloading (Inbound) Dock Operation — Starts when the trailer is backed into the unloading door and ends when the last piece of mail comes off of it.

Container Unloader Operation — Starts when the container is removed from the inbound trailer and placed on the workroom floor. Ends when the mail in the container transfers from the conveyor belt that the mail was dumped on at the unloader to the feed belt for that particular system of processing or when the container is empty for an ASF operation. Example: This operation ends when mail moves off of 'E8' belt to 'C2' belt. Note: A container for this operation is any over the road (OTR), general purpose mail container (GPMC), Eastern region mail container (ERMC), pallet or hamper.

Sack Sorter Operation — Starts when the sack first enters the system either at the inbound dock 'A' Series belts or at the container unloader or pallet unloader transfer belts to the sack system. Ends when the sack is discharged off of the tray.

Sack Shakeout Operation — Starts when the sack is discharged off of the sack sorter tray into the 'G' series belt leading to the shakeout stations. Ends when the mail in the sacks, after being shaken out, enters the 'E' series on its way to the parcel sorters.

Primary Parcel Sorting Machine (PPSM) Operation — Starts when the parcel first enters the system either at the inbound docks 'A' series, the container/pallet unloader 'E' series, or shakeout operation 'E' series belts. Ends when the parcel is discharged off of the tray into a secondary feed belt 'H' series, primary container loader, or primary sacking station.

Secondary Parcel Sorting Machine (SPSM) Operation — Starts when the parcel first enters the system at the secondary feed belt 'H' series and ends when the parcel is discharged off of the tray into a container loader and/or sacking station.

Non Machineable Outside (NMO) Sorter Operation

Starts when the parcel is identified as an outside parcel for distribution in this area. This identification could come at the inbound docks during the unloading process, at the container unloader dumping station or even at the key stations on sorters. Ends after the parcel has been sorted and placed on or in a container that will take it to the outbound docks.

Tie-Out Operation

Starts after the piece of mail has been completely distributed. This means placed in an OTR, placed in a sack, placed on in-house container or pallet for transport to the outbound docks, placed in a separation on a letter or flat case, or thrown off at a rack distribution setup. Ends when the mail reaches the outbound loading docks.

Loading (Outbound) Dock Operation

Starts when the mail from the sack, parcel, NMO and IPP sortation areas reaches its general geographic area. Ends when the mail is loaded into the outbound trailer and the trailer is sealed for dispatch.

Outbound Yard Operation

Starts when the outbound trailer is sealed at the outbound dock and ends when the trailer passes through the facilities outbound gate or exit.

Rewrap Operation

Starts wherever a parcel has been identified as being damaged to the extent that it requires transport to the rewrap area and ends as soon as the mail has been returned to the mailstream either through the inbound docks or the container unloaders.

Missent/Malfunction Operation

Starts as soon as the parcel or sack is discharged down the missent and/or malfunction chute for the sorters involved and ends as soon as the mail has been returned to the mailstream either through the inbound docks or the container unloaders.

BBM Opening Unit Operation 115

Starts when the mail is discharged off of the sack or NMO sorter and ends when the mail has been opened and either trayed or thrown off to a rack distribution setup.

BBM Letter Distribution Operation 045

Starts when the mail is placed into the tray that will carry it to the distribution cases or machines. Ends when the piece of mail has been distributed either manually by a clerk placing the letter into a sortation separation on a letter case or by machine when the letter reaches the sortation bin.

BBM Flat Distribution Operation 075

Starts when the mail is placed into the tray that will carry it to the distribution cases or machines. Ends when the piece of mail has been distributed either manually by a clerk placing the flat into a sortation separation on a flat case or by machine when the flat reaches the sortation bin.

Cross Dock Pallet Operation Starts at the inbound dock when the pallet is identified as cross dockable and ends when it reaches the outbound dock staging area.

Note: Appendix C is a handy reference chart that can be utilized by field and staff personnel to recognize when mail is in or moving to the various operations within a BMC/ASF.

Appendix C
Mail Movement Reference Chart

Operation:	Starting Point:	Ending Point:
Inbound Yard	Gate Entrance	Spotting at Dock
Unloading Dock	Spotting at Dock	Trailer Unload
Container Unloader	Dock Platform	'E' to 'B' or 'C' Series
Sack Sorter	'A' or 'B' Series	Discharge to 'SR' or 'Roller Table'
Sack Shakeout	'G' Series	'E' Series
Primary Parcel Sorting Machine	'A' or 'C' Series	Discharge to 'PR' or 'H' Series Belt
Secondary Parcel Sorting Machine	'H' Series	Container Loader or Sacking Operation
Nonmachineable Outside Sorter	'A' series or Dock Platform	Placed on Dispatch Container
Tie-Out Operation	Placed in Dispatch Container	Received on Loading Dock
Loading Dock	Received at Dock	Loaded in Trailer & Trailer Sealed
Outbound Yard Oper.	Trailer Sealed	Dispatch @ Gate
Rewrap Operation	Parcel Identified	Return to Mail Stream
Missent/Malfunction	Discharge @ Sorter	Return to Mail Stream
BBM Opening Unit Operation 115	Discharge @ Sorter	Trayed or Thrown Off
BBM Letter Dist. Operation 045	Mail put in Trays	Distribution to Case
BBM Flat Dist. Operation 075	Mail put in Trays	Distribution to Case
Cross Dock Pallet Operation	Inbound Dock	Outbound Dock

Appendix D
Glossary of Terms

Automatic Container Unloader

A machine that mechanically unloads BMC over-the-road (OTR) containers of mail into the mechanized conveyor system. This could also include a multipurpose unloader that has the capability to mechanically unload a combination of OTRs, GPMCs, ERMCs, pallets and/or hampers.

Auxiliary Service Facility (ASF)

A bulk mail processing facility associated with a particular bulk mail center (BMC). Each ASF functions as a satellite operation to its *host* BMC, providing *turnaround* service for the *third*-and *fourth-class* mail in its own service area.

Average Daily Volume

The amount of mail, by processing category, processed through the facility on a typical processing day. (It is not the intent of this handbook to levy a requirement for a special count of volumes, but this data should be available and updated each time a study is performed for other reasons.)

Average Processing Time

The sum total of time that it takes mail to "travel" from the inbound yard "critical entry time" through "clearance time" at the outbound docks.

Bulk Mail Center (BMC)

The operating element of the national bulk mail system. A highly mechanized mail processing plant for the distribution of third- and fourth-class mail, operating separately as part of a nationally coordinated mail processing operating system. Each facility has a designated service area comprised of several sectional center facilities (SCFs). These bulk mail facilities also serve as the hubs for a national transportation network which transports the majority of the third- and fourth-class mail, system wide.

Clearance Time (CT)

The latest time committed mail must complete an operation if it is to meet the critical entry time for the next required operation or its planned dispatch or delivery. Within a facility operation the clearance time is also the critical entry time of the next downstream operation. The facility clearance time is the seal time of the trailer at the outbound dock operation.

Critical Entry Time (CET)

The latest time that committed mail must be available to an operation if the mail is to complete the operation by its planned clearance time. In terms of transportation, critical entry time is the time the vehicle must arrive at the gate to meet the service commitment of the mail it contains.

Destinating Mail

Mail that is received from other postal facilities or private mailers for delivery *within* the BMC/ASF service area. Also referred to as incoming mail.

Dispatch of Value (DOV) The final outgoing dispatch of each day that makes a transportation schedule to meet service standards. This designated dispatch is not necessarily the first dispatch after clearance time nor the last dispatch to arrive at the destinating facility prior to critical entry time. It may be a dispatch somewhere in between these two extremes.

Elapsed Days The status or age of mail in terms of delivery commitment is measured in days. The day of mailing is day zero. The number of calendar days that have elapsed since the day the customer mailed the article is referred to as the elapsed days.

Inbound Transportation Plan Failure Vans or trailers that did not arrive or were unavailable to operations at the facility until after critical entry time.

Inter BMC/ASF A term used to describe the activities that take place *across* or *between* the BMC/ASFs service area boundaries.

Intermodal The use of two or more modes of transportation to move the mail from one facility to another facility, usually a combination of rail and highway movement.

Intra BMC/ASF A term used to describe activities that take place *within* the boundaries of the BMC/ASF service area.

Machinable Outside A piece of mail, usually a parcel, that is too large to be processed on the parcel sorting machines, yet small enough to be processed on the sack sorting equipment.

Mail Arrival Profile An estimate of the average percent of the daily volume of mail, by processing category, arriving at the gate or entrance each four hour window of the day. This information is valuable for staffing and scheduling as well as transportation planning.

Mechanized Tour A work shift or processing window at a BMC/ASF where at least some, if not all of the mechanized sorters, are being operated and utilized to process the mail.

Nonmachinable Outside A piece of mail, usually a parcel, that is too large or too heavy to be processed to a five digit separation over the mechanized parcel sorters at the BMC/ASF. It may be processed on a linear sorter, but will more likely be manually sorted to the appropriate destination.

Nonmechanized Tour A work shift or processing window at a BMC/ASF where mail is processed or dock transferred *without* the assistance of any of the mechanized sorters.

Operation Plan Failure A trailer that was available prior to the facility critical entry time but not unloaded in a timely manner for the mail to be processed to meet the scheduled dispatch of value in accordance with the facility operating plan.

Operational Processing Day — A 24 hour period that the BMC/ASFs use in order to keep track of the amount of mail processed through the facility. It usually starts at the beginning of Tour II and finishes at the end of Tour I.

Originating Mail — Mail that is received from sectional center facilities (SCFs) and major customers, within the BMC/ASF service area. Also referred to as outgoing mail.

Outbound Transportation Plan Failure — Vans or trailers that were loaded for dispatch, but failed to depart from the BMC/ASF at the scheduled dispatch time.

Planned Start Time — The time an operation must begin, based on planned volume and available resources, in order to finish processing committed mails by the planned clearance time. This information is essential for determining mail processing staffing and scheduling.

Rail Van — A trailer designed and used on intermodal transportation moves. It can be transported via rail or highway or a combination of both, but is intended to be used primarily on rail movements.

Scheme Distribution — The separations that are made in an operation to which the mail is distributed, and which must be approved by the Regional Postmaster General. The following methods have been previously approved and authorized:

a. DIS: To a combination of three-digit ZIP Codes (Example: State, or Combined SCF's.)
b. Three-Digit: Distribution to a three-digit ZIP Code.
c. Five-Digit: Distribution which includes separations to specific five-digit ZIP Codes.

Seal Time — The time that the trailer is sealed at the outbound dock. It is also the clearance time for the outbound dock operation and the *facility clearance time*, as well as the critical entry time for the outbound yard operation.

Sectional Center Facility (SCF) — A facility that has been assigned to serve as the principal mail processing facility for one or more post offices. These centers receive, distribute, and transfer mail moving between postal facilities within their areas, as well as receive, distribute, and transfer mail moving into or out of their designated area.

Service Standards — The service time established for delivery of correctly ZIP Coded mail based on mail preparation and receipt, mail processing operating plans, and transportation schedules between postal facilities.

Turnaround Mail — Mail that originates and destinates within a BMC or ASF service area. Also known as intra BMC/ASF mail.

ZIP Code

Is an acronym for the Zoning Improvement Plan inaugurated in 1963. It is a system of five digit codes identifying the individual post office or metropolitan area delivery station associated with an address. ZIP Code is a registered trademark of the U. S. Postal Service.

Appendix E
Date and Time Conversion Charts

DATE CONVERSION TABLE FOR LOTUS 1-2-3

##/YY	INPUT	DATE	##/YY	INPUT	DATE	##/YY	INPUT	DATE	##/YY	INPUT	DATE
## 01/90	32774	25-Sep-89	## 01/92	33282	21-Sep-91	## 01/94	34244	07-Oct-93	## 01/96	34772	30-Sep-95	## 01/98	35790	27-Sep-97
## 02/90	32802	23-Oct-89	## 02/92	33310	19-Oct-91	## 02/94	34272	04-Oct-93	## 02/96	34800	28-Oct-95	## 02/98	35728	25-Oct-97
## 03/90	32830	18-Nov-89	## 03/92	33338	16-Nov-91	## 03/94	34300	27-Nov-93	## 03/96	34828	25-Nov-95	## 03/98	35756	22-Nov-97
## 04/90	32858	18-Dec-89	## 04/92	33366	14-Dec-91	## 04/94	34328	25-Dec-93	## 04/96	34856	23-Dec-95	## 04/98	35784	20-Dec-97
## 05/90	32886	13-Jan-90	## 05/92	33414	11-Jan-92	## 05/94	34356	25-Jan-94	## 05/96	34884	29-Jan-96	## 05/98	35812	17-Jan-98
## 06/90	32914	10-Feb-90	## 06/92	33442	08-Feb-92	## 06/94	34384	19-Feb-94	## 06/96	34912	16-Feb-96	## 06/98	35840	14-Feb-98
## 07/90	32942	10-Mar-90	## 07/92	33470	07-Mar-92	## 07/94	34412	19-Mar-94	## 07/96	34940	16-Mar-96	## 07/98	35868	14-Mar-98
## 08/90	32970	07-Apr-90	## 08/92	33498	04-Apr-92	## 08/94	34440	16-Apr-94	## 08/96	34968	13-Apr-96	## 08/98	35896	11-Apr-98
## 09/90	32998	05-May-90	## 09/92	33526	02-May-92	## 09/94	34468	14-May-94	## 09/96	34996	11-May-96	## 09/98	35924	09-May-98
## 10/90	33026	02-Jun-90	## 10/92	33554	30-May-92	## 10/94	34496	11-Jun-94	## 10/96	35024	08-Jun-96	## 10/98	35952	06-Jun-98
## 11/90	33054	30-Jun-90	## 11/92	33582	27-Jun-92	## 11/94	34524	09-Jul-94	## 11/96	35052	06-Jul-96	## 11/98	35980	04-Jul-98
## 12/90	33082	28-Jul-90	## 12/92	33610	25-Jul-92	## 12/94	34552	06-Aug-94	## 12/96	35080	03-Aug-96	## 12/98	36008	01-Aug-98
## 13/90	33110	25-Aug-90	## 13/92	33638	22-Aug-92	## 13/94	34580	03-Sep-94	## 13/96	35108	31-Aug-96	## 13/98	36036	29-Aug-98
		#DIV/0!		33666	19-Sep-92						
## 01/91	33138	22-Sep-90	## 01/93	33800	03-Oct-92	## 01/95	34608	01-Oct-94	## 01/97	35336	28-Sep-96	## 01/99	36064	26-Sep-98
## 02/91	33166	20-Oct-90	## 02/93	33828	31-Oct-92	## 02/95	34636	29-Oct-94	## 02/97	35364	26-Oct-96	## 02/99	36092	24-Oct-98
## 03/91	33194	17-Nov-90	## 03/93	33856	28-Nov-92	## 03/95	34664	26-Nov-94	## 03/97	35392	23-Nov-96	## 03/99	36120	21-Nov-98
## 04/91	33222	15-Dec-90	## 04/93	33884	26-Dec-92	## 04/95	34692	24-Dec-94	## 04/97	35420	21-Dec-96	## 04/99	36148	19-Dec-98
## 05/91	33250	12-Jan-91	## 05/93	33912	23-Jan-93	## 05/95	34720	21-Jan-95	## 05/97	35448	18-Jan-97	## 05/99	36176	15-Jan-99
## 06/91	33278	09-Feb-91	## 06/93	33940	20-Feb-93	## 06/95	34748	18-Feb-95	## 06/97	35476	15-Feb-97	## 06/99	36204	13-Feb-99
## 07/91	33306	09-Mar-91	## 07/93	33968	20-Mar-93	## 07/95	34776	18-Mar-95	## 07/97	35504	15-Mar-97	## 07/99	36232	13-Mar-99
## 08/91	33334	06-Apr-91	## 08/93	34076	17-Apr-93	## 08/95	34804	15-Apr-95	## 08/97	35532	12-Apr-97	## 08/99	36260	10-Apr-99
## 09/91	33362	04-May-91	## 09/93	34104	15-May-93	## 09/95	34832	13-May-95	## 09/97	35560	10-May-97	## 09/99	36288	08-May-99
## 10/91	33390	01-Jun-91	## 10/93	34132	12-Jun-93	## 10/95	34860	10-Jun-95	## 10/97	35588	07-Jun-97	## 10/99	36316	05-Jun-99
## 11/91	33418	29-Jun-91	## 11/93	34160	10-Jul-93	## 11/95	34888	08-Jul-95	## 11/97	35616	05-Jul-97	## 11/99	36344	03-Jul-99
## 12/91	33446	27-Jul-91	## 12/93	34188	07-Aug-93	## 12/95	34916	05-Aug-95	## 12/97	35644	02-Aug-97	## 12/99	36372	31-Jul-99
## 13/91	33474	24-Aug-91	## 13/93	34216	04-Sep-93	## 13/95	34944	02-Sep-95	## 13/97	35672	30-Aug-97	## 13/99	36400	28-Aug-99

TIME CONVERSION TABLE FOR LOTUS 1-2-3

TIME	INPUT	DATE	TIME	INPUT	DATE	12 HR	INPUT	24 HR	INPUT	12 HR	INPUT	24 HR	INPUT
5 MIN	5/60	0.083	35 MIN	35/60	1/24	01:00 AM	1/24	01:00	13/24	01:00 PM	13/24	13:00	19/24
10 MIN	10/60	0.167	40 MIN	40/60	2/24	02:00 AM	2/24	02:00	14/24	02:00 PM	14/24	14:00	20/24
15 MIN	15/60	0.250	45 MIN	45/60	3/24	03:00 AM	3/24	03:00	15/24	03:00 PM	15/24	15:00	21/24
20 MIN	20/60	0.333	50 MIN	50/60	4/24	04:00 AM	4/24	04:00	16/24	04:00 PM	16/24	16:00	22/24
25 MIN	25/60	0.417	55 MIN	55/60	5/24	05:00 AM	5/24	05:00	17/24	05:00 PM	17/24	17:00	23/24
30 MIN	30/60	0.500	60 MIN	60/60	1.000	6/24	06:00	18/24	06:00 PM	18/24	18:00	24/24	12:00 AM

EXAMPLE: To show 15:15 ; input as 15.25/24, which also equals 03:15 PM To show 08:25 ; input as 8.417/24, which also = 08:25 AM or also inputed as (8/24)+(25/60/24)

Appendix F
Operating Plan Exhibits

Exhibit 1

UNITED STATES POSTAL SERVICE
BULK MAIL CENTER / AUXILIARY SERVICE FACILITY MAIL PROCESSING OPERATING PLAN

1. BMC/ASF FACILITY NAME:	2. DATE OF PLAN:
3. DIVISION ASSIGNED:	4. REGION ASSIGNED:

EXHIBIT I: OPERATING PLAN CONTENT AND APPROVALS

" SERVICE IS OUR ONLY PRODUCT "

		EFFECTIVE DATES:
EXHIBIT I:	OPERATING PLAN CONTENT AND APPROVALS	
EXHIBIT II:	GENERAL FACILITY DATA	
EXHIBIT III:	SERVICE AREA & SERVICE STANDARD DATA	
EXHIBIT IV:	DISTRIBUTION & EQUIPMENT DATA	
EXHIBIT V:	FACILITY OPERATIONAL PROFILE	
EXHIBIT VI:	ORIGINATING/DESTINATING OPERATING TARGETS	
EXHIBIT VII:	INTRA BMC/ASF TRANSPORTATION DISPATCHES (DDV)	
EXHIBIT VIII:	INTER BMC/ASF TRANSPORTATION DISPATCHES (JDV)	
EXHIBIT IX:	SECOND CLASS (2C) TRANSFER HUB OPERATIONS	
EXHIBIT X:	STATE DIST CTR (JC - SDC) OPERATIONS - OPNS: 115, 045 & 075	

5. BMC MANAGER/ASF POSTMASTER APPROVAL:			6. DATE:
7. DIVISION APPROVAL	8. TRANSPORTATION REVIEW-TMSC	9. REGIONAL APPROVAL	
DATE:	DATE:	DATE:	
SIGNATURE:	SIGNATURE:	SIGNATURE:	
TITLE: FIELD DIRECTOR, OPERATIONS SUPPORT	TITLE: MANAGER, TRANS MGMT SERV CTR	TITLE: REGIONAL MANAGER, OPERATIONS NETWORKS	

+-EXHT01.WK1

Exhibit II

EXHIBIT II: GENERAL FACILITY DATA	BMC/ASF:	EFFECTIVE DATE:

U.S. POSTAL SERVICE - BMC/ASF MAIL PROCESSING OPERATING PLAN

A. RESPONSIBLE OFFICIALS			B. TELEPHONE NUMBERS	
TITLE:	RESPONSIBLE INDIVIDUAL	OFFICE AND PHYSICAL LOCATION	COMMERCIAL	PEN SYSTEM
BMC/ASF MANAGER/POSTMASTER:				
DIVISION MANAGER/POSTMASTER:				
DIV DIR, CITY OPERATIONS:				
DIV DIR, FIELD OPERATIONS:				
FLD DIR, OPNS SUPPORT:				
MGR, TRANS MGMT SERV CTR:				
SERVICE AREA DIV MGR/PM:				
SERVICE AREA DIV MGR/PM:				
SERVICE AREA DIV MGR/PM:				
SERVICE AREA DIV MGR/PM:				
SERVICE AREA DIV MGR/PM:				

" SERVICE IS OUR ONLY PRODUCT " C. FACILITY CRITICAL ENTRY AND CLEARANCE TIMES		D. FACILITY OPERATING HOURS TOURS	TOUR HOURS	DAYS WORKED	TOURS/WEEK	E. WEIGHT AND ACCEPTANCE OPERATING HOURS FROM:	TO:
ORIGINATING - CRITICAL ENTRY (CET)	DAY 1	I	HRS				
			HRS				
- CLEARANCE TIME (CT)	DAY 1						
		II	HRS				
DESTINATING - CRITICAL ENTRY (CET)	DAY 1P *		HRS				
- CLEARANCE TIME (CT)	DAY 1P *	III	HRS				
			HRS				
* DEST. CET/CTs ARE SHOWN AS ONE DAY PRIOR TO DELIVERY DAY							

+-EXHT02.WK1-

Exhibit III

EXHIBIT III: SERVICE AREA & SERVICE STANDARD DATA	BMC/ASF :	EFFECTIVE DATE:

U.S. POSTAL SERVICE - BMC/ASF MAIL PROCESSING OPERATING PLAN

A. INTRA - BMC/ASF SERVICE AREA/STANDARDS

OVERNIGHT	TWO DAY SERVICE COMMITMENT	THIRD DAY/NO STD.

B. INTER - BMC/ASF SERVICE STANDARDS

BMC/ASF	ORIG STD	DEST STD	BMC/ASF	ORIG STD	DEST STD	BMC/ASF	ORIG STD	DEST STD	BMC/ASF	ORIG STD	DEST STD
SPRINGFIELD			ATLANTA			CHICAGO			BUFFALO		
NJI & BMC			JACKSONVILLE			ST LOUIS			OKLAHOMA CITY		
PITTSBURGH			MEMPHIS			KANSAS CITY			SIOUX FALLS		
PHILADELPHIA			DALLAS			DENVER			FARGO		
WASHINGTON,DC			DETROIT			LOS ANGELES			BILLINGS		
GREENSBORO			DES MOINES			SAN FRANCISCO			SALT LAKE CTY		
CINCINNATI			MINN/ST PAUL			SEATTLE			PHOENIX		
									ALBUQUERQUE		

+-EIHT03.WK1

Exhibit IV

EXHIBIT IV: DISTRIBUTION & EQUIPMENT DATA | BMC/ASF : | EFFECTIVE DATE:

U.S. POSTAL SERVICE - BMC/ASF MAIL PROCESSING OPERATING PLAN

A. AUTHORIZED DISTRIBUTION

STATES	ZIP CODE AREA	MACH PP	BBM SACKS	NMOS	IPP	3C PALLETS	2C SACKS	2C PALLETS	OPN 015	OPN 045	OPN 075

B. EQUIPMENT (MECHANIZATION, MACHINE TYPE, NUMBER AND DISTRIBUTION FUNCTION) DATA

CONTAINER UNLOADERS		RUNOUTS		DOCKS		INDUCTION STATIONS		NON ZIP TERMINALS & OTHER EQUIPMENT	
OTR UNLOADERS		(1) SACKS:		INBOUND DOCKS	0	SACK SORTERS:		NUMBER OF STATIONS ON LINE	
	-----	TO DOCKS		MECH					------
GP/ERMC UNLDS		TO FLOOR		NON MECH		PARCEL SORTERS:		NUMBER OF STATION OFF LINE	
	-----			PALLET		PRIMARY:	0		------
PALLET UNLDS		(2) PRIMARY PARCELS:		OTHER		ONE PERS KS		LETTER SORT. MACH. (LSM's)	
	-----	TO DOCKS				TWO PERS KS			------
SSD STATIONS		TO OTR'S		OUTBOUND DOCKS	0	SECONDARY:	0	FLAT SORTING MACH. (FSM's)	
	-----	TO FLOOR		MECH		ONE PERS KS			------
OTHER:		SECONDARY		NON MECH		TWO PERS KS		OPT. CHAR. READ. (OCR's)	
HAMPER DUMPER				PALLET					------
	-----	(3) SECONDARY PARCELS:		OTHER		NMO SORTER:		BAR CODE SORTER (BCS's)	
FORKLIFTS		TO OTR'S							------
	-----	SACK STA				SMALL PARCEL		MANUAL SORT CASES - LETTERS	
PALLET JACKS		MAN SORT				& BUNDLE SORTER:		- FLATS	

+-EXH704.WK1

EXHIBIT V: FACILITY OPERATIONAL PROFILE | BMC/ASF : | EFFECTIVE DATE:

U.S. POSTAL SERVICE - BMC/ASF MAIL PROCESSING OPERATING PLAN

A. MAIL ARRIVAL PROFILE (3RD & 4TH CLASS)

ARRIVAL TIMES (4-HR SEGMENTS)	PARCELS		SACKS		NON-MACHINABLE OUTSIDES		IRREG. PARCELS		PALLETS	
	ORIGINATING	DESTINATING	ORIGINATING	DESTINATING	ORIGINATING	DESTINATING	ORIGINATING	DESTINATING	ORIGINATING	DESTINATING
0001 - 0400										
0401 - 0800										
0801 - 1200										
1201 - 1600										
1601 - 2000										
2001 - 2400										
TOTAL DAILY %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

B. DAILY AVERAGE VOLUME (TOTAL NET PROCESSED)

- PRIMARY PARCEL SORTER
- SECONDARY PARCEL SORTER
- SACK SORTER
- NON-MACHINABLE OUTSIDES (NMO)
- IRREGULAR PARCEL POST
- CROSS DOCK PALLETS
- SACK OPEN. & DIST. UNIT - OPN 115
- LETTER DISTRIBUTION - OPN 045
- FLAT DISTRIBUTION - OPN 075

TOTAL EQUIV PCS 0

CONTAINERS/PALLETS WORKED:

- MACHINABLE PARCELS
- SACKS OR MACH. OUTSIDES
- NON-MACH. PARCELS
- LTR & FLT BUNDLES

SACKS THRU SACK SHAKEOUT

(VOLUMES ARE BASED ON AN 7-DAY WEEK)

C. TRAILER INVENTORY & RECEIPTS (AVG DAY)

TRAILERS ON HAND 0

- ORIGINATING:
- DESTINATING:

RECEIPTS 0

- ORIGINATING:
- DESTINATING:

AVG DAY FLUX PLUS OR MINUS

PIECES

DAMAGE MAIL DATA 0

- MAJOR DAMAGE
- MINOR DAMAGE

PERCENTAGE

DAMAGE MAIL DATA ERR

- MAJOR DAMAGE ERR
- MINOR DAMAGE ERR

D. DRAYAGE INFORMATION

RUNNING TIME BETWEEN BMC AND RAILYARDS

RAILROAD YARD NAME	RAILYARD ACCESS TIME OF DAY	DAY OF WEEK	CUT OFF TIME (OUTBOUND)	RUNNING TIME
	FR		HOURS	
	TO			
	FR		HOURS	
	TO			
	FR		HOURS	
	TO			
	FR		HOURS	
	TO			
	FR		HOURS	
	TO			
	FR		HOURS	
	TO			
	FR		HOURS	
	TO			

+-EXHT05.WK1

Exhibit VI

EXHIBIT VI: ORIGINATING/DESTINATING OPERATING TARGETS	BMC/ASF:								EFFECTIVE DATE:
U.S. POSTAL SERVICE	ORIGINATING MAIL (OUTGOING)				DESTINATING MAIL (INCOMING)				BMC/ASF MAIL PROC. OPERATING PLAN
OPERATION	PLANNED START	CRITICAL ENTRY TIME	PROC. TIME (IN HOURS)	CLEARANCE TIME	PLANNED START	CRITICAL ENTRY TIME	PROC. TIME (IN HOURS)	CLEARANCE TIME	COMMENTS SECTION
INBOUND YARD OPERATION	24 HOURS			12:00 AM	24 HOURS			12:00 AM	
UNLOADING DOCK		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
CONTAINER UNLOADERS		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
SACK SORTER		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
SACK SHAKEOUT		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
PRIMARY PARCEL SORTER		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
SECONDARY PARCEL SORTER *		12:00 AM	N/A	12:00 AM		12:00 AM		12:00 AM	*TURN-AROUND MAIL, MUST CLEAR WITH DESTINATING MAIL
NON MACH OUTSIDES		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
TIE OUT OPERATION		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
LOADING DOCK		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
OUTBOUND YARD OPERATION	24 HOURS	12:00 AM		12:00 AM	24 HOURS	12:00 AM		12:00 AM	
BBM SCK OPN UNT (OPR 115)		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
BBM LTR DIST. (OPRN 045)		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
BBM FLT DIST. (OPRN 075)		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
BBM IPP DIST. (OPRN 110)		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
REWRAP		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
MISSENT/MALFUNCTION		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
TOTAL FACILITY:		12:00 AM	0.00	12:00 AM		12:00 AM	0.00	12:00 AM	
VERIFICATION W/EXHIBIT II									
PALLET OPERATION	PLANNED START	CRITICAL ENTRY TIME	PROC. TIME (IN HOURS)	CLEARANCE TIME	PLANNED START	CRITICAL ENTRY TIME	PROC. TIME (IN HOURS)	CLEARANCE TIME	COMMENTS SECTION
INBOUND YARD OPERATION	24 HOURS			12:00 AM	24 HOURS			12:00 AM	
UNLOADING DOCK		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
TRANSPORT & STORE OPRN		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
LOADING DOCK		12:00 AM		12:00 AM		12:00 AM		12:00 AM	
OUTBOUND YARD OPERATION	24 HOURS	12:00 AM	.	12:00 AM	24 HOURS	12:00 AM		12:00 AM	
TOTAL FACILITY:			0.00	12:00 AM			0.00	12:00 AM	
VERIFICATION W/EXHIBIT II									

+-EXHT06.WK1

EXHIBIT VII: INTRA-BMC/ASF TRANSPORTATION DISPATCHES (DDV)	BMC/ASF :		PAGE 1 OF 3	EFFECTIVE DATE:

BMC/ASF SERVICE AREA		A. INBOUND INTRA-BMC/ASF DISPATCH						B. OUTBOUND INTRA-BMC/ASF DISPATCH					
1.		2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	
SCF/AO/STA/BR	ST ZIP CODE RANGE	100% ORIG MAIL AVAIL TIME-DAY	LAST BMC DISP TIME-DAY	ARRIVAL AT BMC/ASF TIME-DAY	FREQ (INBD)	BMC/ASF CRITICAL ENTRY TIME-DAY	FREQ (OTBD)	TRAILER SEAL TIME AT BMC TIME-DAY	DISP OF VAL TO SCF/AO TIME-DAY	ARRIVAL AT SCF/AO TIME-DAY	FACILITY CRITICAL ENTRY 3 DIGIT TIME-DAY	FACILITY CRITICAL ENTRY 5 DIGIT TIME-DAY	
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
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						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					
						1		**********					

EXHT07.WK1

Exhibit VII (p. 1)

EXHIBIT VII: INTRA-BMC/ASF TRANSPORTATION DISPATCHES (DOV)	BMC/ASF :		PAGE 2 OF 3	EFFECTIVE DATE:

BMC/ASF SERVICE AREA	A. INBOUND INTRA-BMC/ASF DISPATCH						B. OUTBOUND INTRA-BMC/ASF DISPATCH					
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	
SCF/AO/STA/BR ST ZIP CODE RANGE	100% ORIG MAIL AVAIL TIME-DAY	LAST BMC DISP TIME-DAY	ARRIVAL AT BMC/ASF TIME-DAY	FREQ (INBD)	BMC/ASF CRITICAL ENTRY TIME-DAY	FREQ (OTBD)	TRAILER SEAL TIME AT BMC TIME-DAY	DISP OF VAL TO SCF/AO TIME-DAY	ARRIVAL AT SCF/AO TIME-DAY	FACILITY CRITICAL ENTRY 3 DIGIT TIME-DAY	FACILITY CRITICAL ENTRY 5 DIGIT TIME-DAY	
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					
					1		**********					

EXHT07.WK1

Exhibit VII (p. 2)

EXHIBIT VII: INTRA-BMC/ASF TRANSPORTATION DISPATCHES (DOV) : BMC/ASF : : PAGE 3 OF 3 : EFFECTIVE DATE:

BMC/ASF SERVICE AREA			A. INBOUND INTRA-BMC/ASF DISPATCH					B. OUTBOUND INTRA-BMC/ASF DISPATCH				
1.		2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
SCF/AO/STA/BR	ST	ZIP CODE RANGE	100% ORIG MAIL AVAIL TIME-DAY	LAST BMC DISP TIME-DAY	ARRIVAL AT BMC/ASF TIME-DAY	FREQ (INBD)	BMC/ASF CRITICAL ENTRY TIME-DAY	FREQ (OTBD)	TRAILER SEAL TIME AT BMC TIME-DAY	DISP OF VAL TO SCF/AO TIME-DAY	ARRIVAL AT SCF/AO TIME-DAY	FACILITY CRITICAL ENTRY 3 DIGIT 5 DIGIT TIME-DAY TIME-DAY
							1		########			
							1		########			
							1		########			
							1		########			
							1		########			
							1		########			
							1		########			
							1		########			
							1		########			
							1		########			
							1		########			
							1		########			

EXHT07.WK1

Exhibit VII (p. 3)

Exhibit VIII (p. 1)

EXHIBIT VIII: INTER-BMC/ASF TRANSPORTATION DISPATCHES (DOV): BMC/ASF : PAGE 1 OF 3 EFFECTIVE DATE:

ORIGIN/DESTINATION		A. INBOUND INTER - BMC/ASF					B. OUTBOUND INTER - BMC/ASF					
1.		2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
BMC/ASF/GMF	ZIP	MODE/ FREQ	CLEARANCE TIME TIME-DAY	SCHEDULED DISPATCH TIME-DAY	SCHEDULED ARRIVAL TIME-DAY	CRITICAL ENTRY TIME-DAY	SERVICE STAND.	MODE/ FREQ	CLEARANCE TIME TIME-DAY	SCHEDULED DISPATCH TIME-DAY	SCHEDULED ARRIVAL TIME-DAY	CRITICAL ENTRY TIME-DAY	SERVICE STAND.
SPRINGFIELD	010		14:30 1			-1			1			07:00 -1	
NJI & BMC	070		04:00 1			-1			1			12:00 -1	
PITTSBURGH	150		13:00 1			-1			1			06:00 -1	
PHILADELPHIA	190		16:00 1			-1			1			09:00 -1	
WASHINGTON, DC	200		15:15 1			-1			1			08:00 -1	
GREENSBORO	270		13:00 1			-1			1			11:00 -1	
CINCINNATI	450		14:00 1			-1			1			07:00 -1	
ATLANTA	300		13:00 1			-1			1			14:00 -1	
JACKSONVILLE	320		12:00 1			-1			1			14:00 -1	
MEMPHIS	380		14:00 1			-1			1			13:00 -1	
DALLAS	752		13:00 1			-1			1			13:00 -1	
DETROIT	481		14:00 1			-1			1			09:00 -1	
DES MOINES	500		14:00 1			-1			1			08:00 -1	
MINN/ST PAUL	550		16:00 1			-1			1			09:30 -1	
CHICAGO	606		14:40 1			-1			1			07:30 -1	
ST LOUIS	630		14:00 1			-1			1			08:00 -1	
KANSAS CITY	666		15:30 1			-1			1			08:00 -1	

+-EXHT08.WK1

EXHIBIT VIII: INTER-BMC/ASF TRANSPORTATION DISPATCHES (DOV): BMC/ASF : PAGE 2 OF 3 EFFECTIVE DATE:

ORIGIN/DESTINATION	A. INBOUND INTER - BMC/ASF							B. OUTBOUND INTER - BMC/ASF					
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
BMC/ASF/SNF	ZIP	MODE/ FREQ	CLEARANCE TIME TIME-DAY	SCHEDULED DISPATCH TIME-DAY	SCHEDULED ARRIVAL TIME-DAY	CRITICAL ENTRY TIME-DAY	SERVICE STAND.	MODE/ FREQ	CLEARANCE TIME TIME-DAY	SCHEDULED DISPATCH TIME-DAY	SCHEDULED ARRIVAL TIME-DAY	CRITICAL ENTRY TIME-DAY	SERVICE STAND.
DENVER	800	1	15:00 1			-1		1				00:01 -1	
LOS ANGELES	900	1	14:30 1			-1		1				09:00 -1	
SAN FRANCISCO	940	1	14:45 1			-1		1				00:01 -1	
SEATTLE	980	1	14:30 1			-1		1				07:00 -1	
BUFFALO	140	1	03:30 1			-1		1				02:00 0	
OKLAHOMA CITY	730	1	00:01 1			-1		1				22:00 -1	
SIOUX FALLS	570	0	22:10 0			-1		1				17:00 -1	
FARGO	580	0	21:00 0			-1		1				06:00 -1	
BILLINGS	590	0	23:00 0			-1		1				14:00 -1	
SALT LAKE CITY	840	1	02:00 1			-1		1				14:30 -1	
PHOENIX	852	1	01:00 1			-1		1				19:00 -1	
ALBUQUERQUE	870	1	00:15 1			-1		1				22:00 -1	
						-1		1				-1	
						-1		1				-1	
						-1		1				-1	
						-1		1				-1	
						-1		1				-1	

+-EXH108.WK1-----

Exhibit VIII (p. 2)

EXHIBIT VIII: INTER-BMC/ASF TRANSPORTATION DISPATCHES (DOV)	BMC/ASF :							PAGE 3 OF 3						EFFECTIVE DATE:
ORIGIN/DESTINATION	A. INBOUND INTER - BMC/ASF							B. OUTBOUND INTER - BMC/ASF						
1.	2.	3.	4.	5.	6.	7.		8.	9.	10.	11.	12.	13.	
BMC/ASF/BMF ZIP (TRANS-SHIPS)	MODE/ FREQ	CLEARANCE TIME TIME-DAY	SCHEDULED DISPATCH TIME-DAY	SCHEDULED ARRIVAL TIME-DAY	CRITICAL ENTRY TIME-DAY	SERVICE STAND.		MODE/ FREQ	CLEARANCE TIME TIME-DAY	SCHEDULED DISPATCH TIME-DAY	SCHEDULED ARRIVAL TIME-DAY	CRITICAL ENTRY TIME-DAY	SERVICE STAND.	
					-1				1			-1		
					-1				1			-1		
					-1				1			-1

UNITED STATES POSTAL SERVICE | BULK MAIL CENTER/AUXILIARY SERVICE FACILITY MAIL PROCESSING OPERATING PLAN | PAGE 1 OF 4 | EFFECTIVE DATE:

EXHIBIT IX: SECOND CLASS (2C) TRANSFER HUB OPERATIONS | BMC/ASF NAME:

EXHIBIT IX: A. 2C TRANSFER HUB OPERATING PLAN CONTENT
B. & C. ORIG./DEST. CET/CT & OPERATING TARGETS
D. & E. AUTHORIZED DISTRIBUTION DATA; MAIL ARRIVAL PROFILE

EXHIBIT IX: F. ORIG./DEST. SERVICE COMMITMENTS
EXHIBIT IX: G. INTRA/INTER BMC/ASF TRANS. DISPATCHES (DOV) (2 PAGES)

B. CRITICAL ENTRY & CLEARANCE TIMES

ORIG. CET = 12:00 AM DEST. CET = 12:00 AM
ORIG. CT = 12:00 AM DEST. CT = 12:00 AM

SERVICE IS OUR ONLY PRODUCT

C. ORIG./DEST. OPERATING TARGETS

FACILITY OPERATIONS	PLANNED START	CRITICAL ENTRY TIME	PROC. TIME (IN HOURS)	CLEARANCE TIME
ORIG INB YARD	24 HOURS			12:00 AM
UNLDNG DOCK		12:00 AM		12:00 AM
MAN/MECH SORT		12:00 AM		12:00 AM
CROSS DCK OPN		12:00 AM		12:00 AM
OPENING UNIT		12:00 AM		12:00 AM
PRIM LTR DIST		12:00 AM		12:00 AM
SEC LTR DIST		12:00 AM		12:00 AM
PRIM FLT DIST		12:00 AM		12:00 AM
SEC FLT DIST		12:00 AM		12:00 AM
TIE OUT OPN		12:00 AM		12:00 AM
ORIG OTB YARD		12:00 AM		12:00 AM
DEST INB YARD	24 HOURS			12:00 AM
UNLDNG DOCK		12:00 AM		12:00 AM
MAN/MECH SORT		12:00 AM		12:00 AM
CROSS DCK OPN		12:00 AM		12:00 AM
OPENING UNIT		12:00 AM		12:00 AM
PRIM LTR DIST		12:00 AM		12:00 AM
SEC LTR DIST		12:00 AM		12:00 AM
PRIM FLT DIST		12:00 AM		12:00 AM
SEC FLT DIST		12:00 AM		12:00 AM
TIE OUT OPN		12:00 AM		12:00 AM
DEST OTB YARD		12:00 AM		12:00 AM

D. AUTHORIZED DISTRIBUTION DATA

STATES	ZIP CODE RANGE	SACKS & MM TRAYS	PALLETS	OPENING UNT (OPN 113)	LETTER DIST (OPN 043)	FLAT DIST (OPN 073)

E. MAIL ARRIVAL PROFILE

ARRIVAL TIMES (4-HR SEGMENT)	SACKS ORIGINATING	SACKS DESTINATING	TRAYS ORIGINATING	TRAYS DESTINATING	PALLETS ORIGINATING	PALLETS DESTINATING
00:01 - 04:00						
04:01 - 08:00						
08:01 - 12:00						
12:01 - 16:00						
16:01 - 20:00						
20:01 - 24:00						
TOTAL DAILY %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

-EXHT09.WK1-

Exhibit IX (p. 1)

Exhibit IX (p. 2)

EXHIBIT IX: F. SECOND CLASS (2C) TRANSFER HUB OPERATIONS	BMC/ASF:	PAGE 2 OF 4	EFFECTIVE DATE:
U.S. POSTAL SERVICE - BMC/ASF MAIL PROCESSING OPERATING PLAN	INTRA - 2C TRANSFER HUB SERVICE AREA/STANDARDS		

OVERNIGHT COMMITMENT	TWO DAY SERVICE COMMITMENT	THIRD DAY/NO STD.

INTER - 2C TRANSFER HUB SERVICE STANDARDS

BMC/ASF/GMF	ORIGINATING	DESTINATING	BMC/ASF/GMF	ORIGINATING	DESTINATING	BMC/ASF/GMF	ORIGINATING	DESTINATING	BMC/ASF/GMF	ORIGINATING	DESTINATING
SPRINGFIELD			ATLANTA			CHICAGO			BUFFALO		
NO JERSEY FAC			JACKSONVILLE			ST LOUIS			OKLAHOMA CITY		
PITTSBURGH			MEMPHIS			KANSAS CITY			SIOUX FALLS		
PHILADELPHIA			DALLAS			DENVER			FARGO		
WASHINGTON,DC			DETROIT			LOS ANGELES			BILLINGS		
GREENSBORO			DES MOINES			SAN FRANCISCO			SALT LAKE CTY		
CINCINNATI			MINN/ST PAUL			SEATTLE			PHOENIX		
									ALBUQUERQUE		

UNITED STATES POSTAL SERVICE — BULK MAIL CENTER/AUXILIARY SERVICE FACILITY MAIL PROCESSING OPERATING PLAN — EFFECTIVE DATE:

EXHIBIT IX: 6. SECOND CLASS (2C) TRANSFER HUB OPERATING PLAN - INTRA/INTER FACILITY TRANSPORTATION DISPATCHES (DDV) PAGE 3 OF 4 — BMC/ASF NAME:

1.		2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
ORIGIN/ DESTINATION FACILITY	ST	ZIP CODE	TRANS MODE/ FREQ	DISP TO BMC/ASF TIME-DAY	ARRV AT BMC/ASF TIME-DAY	CRITICAL ENTRY TIME TIME-DAY	SERV STND	PROC. TIME (IN HRS)	CLEARANCE TIME TIME-DAY	TRAILER SEAL TIME TIME-DAY	TRANS MODE/ FREQ	DISP FRM BMC/ASF TIME-DAY	ARRIV AT DEST FAC TIME-DAY	CRITICAL ENTRY TIME TIME-DAY	SERV STND
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	

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Exhibit IX (p. 3)

UNITED STATES POSTAL SERVICE	BULK MAIL CENTER/AUXILIARY SERVICE FACILITY MAIL PROCESSING OPERATING PLAN	EFFECTIVE DATE:
EXHIBIT IX: 6. SECOND CLASS (2C) TRANSFER HUB OPERATING PLAN - INTRA/INTER FACILITY TRANSPORTATION DISPATCHES (DDV) PAGE 4 OF 4		BMC/ASF NAME:

1. ORIGIN/ DESTINATION FACILITY	ST	ZIP CODE	2. TRANS MODE/ FREQ	3. DISP TO BMC/ASF TIME-DAY	4. ARRV AT BMC/ASF TIME-DAY	5. CRITICAL ENTRY TIME TIME-DAY	6. SERV STND	7. PROC. TIME (IN HRS)	8. CLEARANCE TIME TIME-DAY	9. TRAILER SEAL TIME TIME-DAY	10. TRANS MODE/ FREQ	11. DISP FRM BMC/ASF TIME-DAY	12. ARRIV AT DEST FAC TIME-DAY	13. CRITICAL ENTRY TIME TIME-DAY	14. SERV STND
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
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						-1			00:00 -1					-1	
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						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	
						-1			00:00 -1					-1	

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Exhibit IX (p. 4)

UNITED STATES POSTAL SERVICE — BULK MAIL CENTER/AUXILIARY SERVICE FACILITY MAIL PROCESSING OPERATING PLAN — PAGE 1 OF 3 : EFFECTIVE DATE:

EXHIBIT X: BMC - STATE DIST CENTER (SDC) OPERATONS - OPNS 115, 045 & 075 — BMC/ASF NAME:

EXHIBIT X: A. BMC - SDC OPERATING PLAN CONTENT
B. BMC - SDC SERVICE AREA — B. BMC - SDC SERVICE AREA: (LISTED BY SCF & THREE DIGIT ZIP CODE)
C. ORIG./DEST. OPERATING TARGETS
D. AUTHORIZED DISTRIBUTION DATA
E. MAIL ARRIVAL PROFILE

EXHIBIT X: F. INTRA/INTER BMC/ASF TRANS. DISPATCHES (DDV) (2 PAGES)

C. ORIG./DEST. OPERATING TARGETS

FACILITY OPERATIONS	PLANNED START	CRITICAL ENTRY TIME	PROC. TIME (IN HOURS)	CLEARANCE TIME	SERVICE IS OUR ONLY PRODUCT
ORIG INB YARD	24 HOURS			12:00 AM	
UNLDNG DOCK		12:00 AM		12:00 AM	
MAN/MECH SORT		12:00 AM		12:00 AM	
CROSS DCK OPN		12:00 AM		12:00 AM	
OPENING UNIT		12:00 AM		12:00 AM	
PRIM LTR DIST		12:00 AM		12:00 AM	
SEC LTR DIST		12:00 AM		12:00 AM	
PRIM FLT DIST		12:00 AM		12:00 AM	
SEC FLT DIST		12:00 AM		12:00 AM	
TIE OUT OPN		12:00 AM		12:00 AM	
ORIG OTB YARD		12:00 AM		12:00 AM	
DEST INB YARD	24 HOURS			12:00 AM	
UNLDNG DOCK		12:00 AM		12:00 AM	
MAN/MECH SORT		12:00 AM		12:00 AM	
CROSS DCK OPN		12:00 AM		12:00 AM	
OPENING UNIT		12:00 AM		12:00 AM	
PRIM LTR DIST		12:00 AM		12:00 AM	
SEC LTR DIST		12:00 AM		12:00 AM	
PRIM FLT DIST		12:00 AM		12:00 AM	
SEC FLT DIST		12:00 AM		12:00 AM	
TIE OUT OPN		12:00 AM		12:00 AM	
DEST OTB YARD		12:00 AM		12:00 AM	

D. AUTHORIZED DISTRIBUTION DATA

SCF FACILITY	ZIP CODE RANGE	SACKS & MM TRAYS	PALLETS	OPENING UNT (OPN 115)	LETTER DIST (OPN 045)	FLAT DIST (OPN 075)

UNITED STATES POSTAL SERVICE — BULK MAIL CENTER/AUXILIARY SERVICE FACILITY MAIL PROCESSING OPERATING PLAN — EFFECTIVE DATE:

EXHIBIT X: F. 3C - STATE DIST CENTER (SDC) OPERATING PLAN - INTRA/INTER BMC/ASF TRANS. DISPATCHES (DOV) — PAGE 2 OF 3 — BMC/ASF NAME:

1. ORIGIN/ DESTINATION FACILITY		2. TRANS MODE/ FREQ	3. DISP TO BMC/ASF TIME-DAY	4. ARRV AT BMC/ASF TIME-DAY	5. CRITICAL ENTRY TIME TIME-DAY	6. SERV STND	7. PROC. TIME (IN HRS)	8. CLEARANCE TIME TIME-DAY	9. TRAILER SEAL TIME TIME-DAY	10. TRANS MODE/ FREQ	11. DISP FRM BMC/ASF TIME-DAY	12. ARRIV AT DEST FAC TIME-DAY	13. CRITICAL ENTRY TIME TIME-DAY	14. SERV STND
					-1			00:00 -1					-1	
					-1			00:00 -1					-1	
					-1			00:00 -1					-1	
					-1			00:00 -1					-1	
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					-1			00:00 -1					-1	
					-1			00:00 -1					-1	

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Exhibit X (p. 2)

UNITED STATES POSTAL SERVICE	BULK MAIL CENTER/AUXILIARY SERVICE FACILITY MAIL PROCESSING OPERATING PLAN									EFFECTIVE DATE:			
EXHIBIT X: F. 3C - STATE DIST CENTER (SDC) OPERATING PLAN - INTRA/INTER BMC/ASF TRANS. DISPATCHES (DOV) PAGE 3 OF 3										BMC/ASF NAME:			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
ORIGIN/ DESTINATION FACILITY ST ZIP CODE	TRANS MODE/ FREQ	DISP TO BMC/ASF TIME-DAY	ARRV AT BMC/ASF TIME-DAY	CRITICAL ENTRY TIME TIME-DAY	SERV STND	PROC. TIME (IN HRS)	CLEARANCE TIME TIME-DAY	TRAILER SEAL TIME TIME-DAY	TRANS MODE/ FREQ	DISP FRM BMC/ASF TIME-DAY	ARRIV AT DEST FAC TIME-DAY	CRITICAL ENTRY TIME TIME-DAY	SERV STND
				-1			00:00 -1					-1	
				-1			00:00 -1					-1	
				-1			00:00 -1					-1	
				-1			00:00 -1					-1	
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				-1			00:00 -1					-1	
				-1			00:00 -1					-1	
				-1			00:00 -1					-1	
				-1			00:00 -1					-1	

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Exhibit X (p. 3)